



# **PERSONNEL REQUIREMENTS**

## **CRITERIA MANUAL**



# **U.S. MARINE CORPS**

**NAVMC P-1130-A01 (Rev May 59)**



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U.S. Marine Corps.

# PERSONNEL REQUIREMENTS

## CRITERIA MANUAL



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NAVMC P-1130-A01 (Rev May 59)

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DEPARTMENT OF THE NAVY  
HEADQUARTERS, UNITED STATES MARINE CORPS  
WASHINGTON 25, D. C.

28 May 1959

The Personnel Requirements Criteria Manual, NAVMC P-1130-A01 is published for the information and guidance of all personnel concerned with personnel requirements.

This publication revises the Personnel Requirements Criteria Manual, NAVMC 1130-A01 of 23 July 1956, restates the criteria contained therein to conform with the new Marine Corps rank structure, and contains revisions and changes which have not previously been published.

BY COMMAND OF GENERAL R. McC. PATE

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INTRODUCTION TO  
THE  
PERSONNEL REQUIREMENTS CRITERIA MANUAL

0001 PURPOSE

1. The purpose of this manual is:

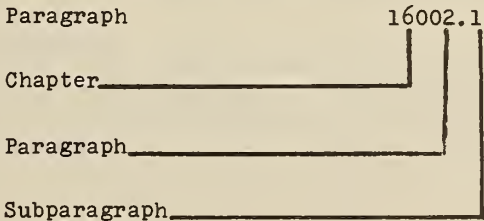
- a. To assist personnel planners in determining personnel requirements for various organizational functions with respect to the workload.
- b. To assist personnel planners in determining over-all personnel requirements by Military Occupational Specialty and Occupational Field with respect to the workload.
- c. To provide a uniform staffing guide which can be used to justify table of organization adjustments.
- d. To provide all personnel with a guide as to the standard quantity of work found in Marine jobs for various functions and the standard rank distribution of billets within an MOS or occupational field.

0002 SCOPE

1. The provisions of this manual are in accordance with and in no way alter or amend Navy Regulations, Navy Department General Orders, Marine Corps Manual or Marine Corps Directives. Tables of Organization remain the basic staffing document for all commands, however they are primarily based upon these criteria where applicable. Commanding Officers and Personnel Officers shall familiarize themselves with this manual and be guided accordingly. Requests for changes to tables of organization may make reference to this manual but should be accompanied by complete justification in terms of workload.

0003 ORGANIZATION

- 1. The Chapters in the Personnel Requirements Criteria Manual are numbered in sequence and are listed in the Contents.
- 2. The paragraph numbering system is based upon a four or five digit number as follows:



As indicated, the first (or first two) digit(s) in paragraph numbers identifies the particular chapter involved. The remaining three digits to the left of the decimal identify the paragraph involved and the digits to the right of the decimal identify the subparagraph.

3. Pages will be numbered consecutively within each chapter, the chapter number being set off from the page number by a dash. For example, page 3-2 is the 2nd page of Chapter 3.

#### 0004 CHANGES

1. Additions and revisions to the Personnel Requirements Criteria Manual will be published as "Changes" thereto, and will be numbered in sequence. Chapters or paragraphs which have been modified or added by a change are indicated by an arrow ( ➤ ) symbol in the left margin. This arrow ( ➤ ) symbol will reflect the last change only.

2. Changes will become effective immediately upon receipt and will be promptly entered in this manual. Changes will be recorded on the page entitled "RECORD OF CHANGES".

#### 0005 RECOMMENDATIONS

1. Recommendations for improving this manual are invited. Recommendations should be forwarded to the Commandant of the Marine Corps (Code A01).

#### 0006 GENERAL INFORMATION

1. The criteria are always additive from one table to another if the function being staffed qualifies according to the conditions specified e.g. Additional Personnel are additive to basic criterion; steward attendants (mess) are additive to steward attendants (BOQ) page 3-5 and 3-6.

2. All categories shown are complete. Therefore any personnel not specifically authorized for a function or an MOS are not authorized.

3. Unavailable time (e.g. leave, rifle range, unlisted additional duties, etc.) have been taken into account in computing all requirements. Therefore additional personnel for unavailable time are not authorized.

4. Where the alternative use of civilians is indicated they will be required in the same numbers as military unless otherwise specified.

5. Master Gunnery Sergeant (E-9) and Master Sergeant (E-8) billets are not contained in this manual inasmuch as these billets are established by Headquarters Marine Corps board action only. Billets authorized by board action will be generally within the numerical allowances shown in the various tables in this manual.



## RECORD OF CHANGES

[illegible]



PERSONNEL REQUIREMENTS CRITERIA MANUAL  
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## CHAPTER 1

### BRIG CRITERION

1000	DEFINITIONS
1001	BRIG OFFICERS
1002	GUARD FORCE
1003	SUPPORT PERSONNEL





## CHAPTER 1

### BRIG CRITERION

FUNCTION - Brig Security and Operation.

TYPE UNIT - All commands operating or providing the guard force for brigs

#### 1000 DEFINITIONS

1. Operating Activity. An activity will be considered as operating a brig when:

a. It has administrative and supervisory responsibility over the affairs of the brig but excluding responsibility attendant upon:

(1) Court-martial authority over prisoners of another service if a Marine operated brig on a Naval Station.

(2) Service record book custody of prisoners of another service.

b. It has courts-martial authority over prisoners of its own service.

c. It provides the brig officer and administrative personnel specifically for handling the brig workload. The guard force may be provided by the operating activity or by another activity.

2. Guard Force. The guard force, to insure safe custody of prisoners, may be provided by the operating activity or by another activity. An activity providing the guard force, but not operating the brig, will provide only brig wardens, turnkeys, sentries, and prisoner chasers.

3. Average Prisoner Population. The prisoner strength as reported on the last day of each month; average for six months.

4. Brig Officer. The officer appointed in writing by the commanding general or commanding officer of the activity which operates the brig.

5. Warden. The member of the guard force who has general supervision over the brig. He is responsible directly to the brig officer.

a. When a brig has an average population of over 50 prisoners, the warden will be assisted by a "Warden of the Day" designated daily for a period of 24 hours, who will supervise the execution of the daily routine, enforce security and disciplinary control over the prisoners for the Warden. In this case the warden's position is considered parallel to that of a company first sergeant and the warden of the day's position is comparable to that of a sergeant of the guard.

6. Turnkey. A member of the guard force who has direct responsibility for the cell block or actual confinement area where prisoners are confined. Usually stands watch on a 4-hour basis similar to the corporal of the guard.

7. Sentry. A member of the guard force who stands watch on a regularly established fixed guard post.

8. Prisoner Chaser. A member of the guard force who is assigned to guard prisoners while they are on work details or otherwise moving from one location to another. Normally a subordinate command at a Marine Corps activity will furnish the chasers for work details benefiting that command with the exception of base support functions such as camp maintenance, reclamation and salvage, post supply, etc. At a Navy activity naval commands requesting prisoner working parties will furnish their own chasers.

9. Supernumerary. A guard force billet for the purpose of providing a brig guard when the incumbent of another guard billet is unavailable.

10. Support Personnel. Those clerical, mess, and miscellaneous personnel who are employed exclusively with the administration and support of prisoners and brig personnel.

1001 BRIG OFFICERS

1. Where an activity operates a brig:

Average Prisoner Population	Brig Officer and Executive Officer			Assistant Brig Officer
	MOS 9910	MOS 9910	MOS 5802	MOS 5802
	<u>MAJ</u>	<u>CAPT</u>	<u>WO</u>	<u>WO</u>
Less than 30	None	(additional duty assignment to an officer of operating activity)		
30 - 200			1	
201 - 400		1		1
Over 400	1	1		2

One additional assistant brig officer MOS 5802, also a member of the operating command, should be provided for each additional separate branch brig with an average prisoner population exceeding 30 where facilities are not in the proximity of another branch or main brig.

2. Where an activity provides only the guard force it will not provide the brig officer. A guard officer billet for the purpose of providing Marine Officer supervision over Marine security guards will however, be provided when the number of Marine guards exceeds 30.

1002 GUARD FORCE

1. Brig wardens and turnkeys are to be computed separately for each separate branch where a brig has more than one branch.

Average Prisoner Population	Brig Wardens				Turnkeys		
	MOS 8131	MOS 8131	MOS 8151	MOS 8151	MOS 8151		
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 6							6*
6 - 20			1			3*	3*
21 - 50		1			6**	6	
51 - 100		1	3			6	
101 - 200		1	3		3	6	
201 - 300	1		3		6	6	
301 - 400	1		3		9	3	
Over 400	1		3	3	12		

No additional guard NCO's other than wardens and turnkeys as provided above will be authorized.

\* Unless it is established that physical location of facilities do not permit, this job should be additional duty for the corporal of the guard or some other guard member. Otherwise personnel are to be assigned as indicated.

\*\* To be used in place of Lance Corporals only when guard of day cannot be organized to include Sergeant of the Guard supervision over the brig.

## 2. Sentries (MOS 8151)

<u>Number Hours Manned Per Guard Post Per Week*</u>	<u>Number of Privates Per Post</u>
Less than 14	0
14 - 41	1
42 - 69	2
70 - 97	3
98 - 125	4
126 - 153	5
154 - 168	6

\* For post manned on an "as required" basis Number Hours Manned Per Guard Post Per Week will be determined by taking a weekly average of hours manned over the preceding three months period.

## 3. Prisoner Chaser (MOS 8151)

a. All brigs - for administrative details of the brig:

Average  
Prisoner  
Population

Less than 100	One chaser, Private, for every 10 prisoners or major fraction thereof.
101 - 400	Ten chasers for the first 100 prisoners and one chaser, Private, for every 20 prisoners thereafter or major fraction thereof.
Over 400	Twenty-five chasers for the first 400 prisoners and one chaser, Private, for every 40 prisoners thereafter.

b. Additional chasers for work details outside the brig at Marine Corps bases, depots, air stations, and supply activities. One chaser, private, for every 25 prisoners or major fraction thereof.

#### 4. Supernumerary Privates

a. Marine Security Forces - to be computed in total for Marine Barracks, see Security Force Criterion.

b. Other activities - 10% of brig section guard personnel.

### 1003 SUPPORT PERSONNEL

#### 1. Clerical Personnel

a. Security Force Criterion is applicable in the determination of OF-01 billets for security force activities.

b. For other activities operating a brig the following OF-01 criterion is applicable.

Average Prisoner Population	Administrative Man MOS 0141					
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 20			NONE			
21 - 50					1	
51 - 100					1	1
101 - 200		1		1	1	1
201 - 300		1		1	1	3
301 - 400*	1		1	1	2	3
Over 400*	1		1	2	3	4

\* Brig will be organized as a separate company and criterion includes personnel required for company administration.

c. For all activities operating brigs:

Average Prisoner Population	Supply Administrative Clerk MOS 3041			
	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 50			NONE	
51 - 100		1		
101 - 200		1	1	
201 - 300		1	1	1
Over 300	1	1	1	1



d. Where an activity only provides the guard force for a brig no clerical personnel will be authorized

2. Miscellaneous Personnel

a. Where an activity operates a brig:

Average Prisoner Population	Police NCO MOS 8911 CPL	Weapons Custodian MOS 2111 LCPL	Truck Driver MOS 3531 PVT	Library and School NCO MOS 8231 CPL	LCPL
Less than 100			NONE		
100 - 200		1	2		
201 - 400	1	1	3		1
Over 400	1	1	4	1	1

Average Prisoner Population	Salvage Yard and Repair Shop, or Work Supervisors MOS 1371			Senior Chaser MOS 8151 CPL	Hospital Corpsman*
	GSGT	SSGT	SGT		
Less than 100				NONE	
100 - 200		1		1	1
201 - 300	1	1	1	2	1
301 - 400	1	2	2	3	2
Over 400	1	3	3	4	2

\* Not shown in Marine Corps Tables of Organization.

b. Where an activity only provides the guard for a brig, no miscellaneous personnel will be authorized.

3. Mess Personnel where a brig maintains its own mess

- a. Cooks, MOS 3371 - See Food Services Criterion
- b. Commissary Supply Clerk

Aggregate Mess Load	MOS 3061	
	CPL	LCPL
Less than 400		1
400 - 600	1	
Over 600	1	1

c. Messman - None



## CHAPTER 2

### ADMINISTRATIVE AND CLERICAL CRITERION

2000	COMPANY AND BATTERY HEADQUARTERS
2001	BATTALION HEADQUARTERS
2002	REGIMENTAL HEADQUARTERS
2003	SQUADRON HEADQUARTERS
2004	GROUP HEADQUARTERS



## CHAPTER 2

### ADMINISTRATIVE AND CLERICAL CRITERION

FUNCTION - Command and Personnel Administration  
 TYPE UNIT - All FMF activities

#### 2000 COMPANY AND BATTERY HEADQUARTERS

Authorized Strength	Administrative Man MOS 0141			
	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 180	1		1	
180 - 280	1		1	1
281 - 360	1	1	1	1
Over 360	1	1	1	2

2001 BATTALION HEADQUARTERS (Includes clerical billets for the legal function, but does not include clerical billets required in staff functions other than S-1 Adjutant Section).

1. For workload incident to Marine Corps Personnel and Command Administration:

Authorized Strength	MOS 0130 <u>LT</u>	Administrative Man MOS 0141				Stenog- rapher MOS 0131 <u>CPL</u>	Classifi- cation Clerk MOS 0151 <u>CPL</u>
		<u>SSGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>		
Less than 180	1	1			1		1
180 - 400	1	1		1	1		1
401 - 600	1	1		2		1	1
601 - 1000	2	1	1	2		1	1
Over 1000	2	1	1	2	1	1	1

2002 REGIMENTAL HEADQUARTERS (Does not include billets required in a staff section other than S-1 Adjutant Section).

1. For workload incident to Marine Corps Personnel and Command Administration:

		Administrative Man MOS 0141				MOS 0151 <u>CPL</u>
		<u>SSGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	
<u>CAPT</u>	<u>LT</u>					
1	1	1	1	2	1	1



2003 SQUADRON HEADQUARTERS (Includes clerical billets for the legal function, but does not include clerical billets required in staff functions other than S-1 Adjutant Section).

1. For Workload incident to Marine Corps Personnel and Command Administration:

Authorized Strength	MOS 0130 LT	Administrative Man				Stenog- rapher	Classifi- cation Clerk
		MOS 0141				MOS 0131	MOS 0151
		SSGT	CPL	LCPL	PVT	CPL	CPL
Less than 180	1	1			1		1
180 - 400	1	1		1	1		1
401 - 600	1	1		2		1	1
601 - 1000	2	1	1	2		1	1
Over 1000	2	1	1	2	1	1	1

2 Additional authorization for squadron incident to workload required for Naval Aviation Administration.

	Administrative Man		
	MOS 0141		
	GSGT	SGT	PVT
H&HS, MWHG	1	1	3
All Other	1		2

2004 GROUP HEADQUARTERS (Does not include billets required in a staff section other than S-1 Adjutant Section)

1. For workload incident to Marine Corps Personnel and Command Administration:

		Administrative				
		Man				
MOS 0130		MOS 0141				MOS 0151
<u>CAPT</u>	<u>LT</u>	<u>SSGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>CPL</u>
1	1	1	1	2	1	1

2. Additional authorization for groups incident to workload required for Naval Aviation Administration.

Administrative Man		
MOS 0141		
GSGT	SGT	PVT
1	2	3

## CHAPTER 3

### MESSES, CLUBS AND STEWARD CRITERION

3000	COMMISSIONED OFFICER MESS SECTION
3001	ADMINISTRATIVE UNIT
3002	OPEN MESS UNIT
3003	CLOSED MESS UNIT
3004	BOQ UNIT
3005	STEWARD ASSIGNMENTS TO FMF STAFF MESSES
3006	STEWARD ASSIGNMENTS TO OFFICER MESSES AFLOAT
3007	STEWARD ASSIGNMENTS TO GENERAL OFFICERS
3008	STAFF NONCOMMISSIONED OFFICER CLUBS
3009	ENLISTED CLUBS
3010	HOSTESS HOUSES
3011	ADDITIONAL PERSONNEL



## CHAPTER 3

### MESSES, CLUBS AND STEWARD CRITERION

**FUNCTION** - Commissioned Officer Mess (Open, Closed, and Staff), Staff Non-commissioned Officer Clubs, Enlisted Clubs, Hostess Houses, and Steward Assignments

**TYPE UNIT** - Any permanent Marine Corps activity

#### 3000 COMMISSIONED OFFICER MESS SECTION

1. One Commissioned Officer Mess Section will be allotted to each activity operating an "open" and/or "closed" mess authorized by the Commandant of the Marine Corps.
2. Each section will be composed of (1) supervisory and administrative personnel for the handling of functions pertaining to its subordinate units, (2) one or more "open" and/or "closed" mess units as may be in operation and authorized by the Commandant of the Marine Corps, and (3) one or more BOQ units as may be in operation.

#### 3001 ADMINISTRATIVE UNIT

Station Officer Load (USMC & USN)	MOS 9910			MOS 4111			MOS 0141
	<u>MAJ</u>	<u>CAPT</u>	<u>LT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>LCPL</u>
Less than 120	Additional duty basis only			1			
120 - 220			1 OinC & Treas			1	
221 - 800		1 OinC	1 Treas		1		1
801 - 1800	1 OinC		2 Treas	1			1
Over 1800	1 OinC	1 Treas Open Mess	1 Asst Treas Open Mess	1		1	1
		1 OinC Open Mess					

Notes: 1. Officer in Charge is a combined billet in that it is to perform the entire functions for the Open Mess Unit, the Closed Mess Unit, and the BOQ Unit.

2. Station Officer load is monthly average of 3 months most recent actual and 3 following months estimated on board strengths.

### 3002 OPEN MESS UNIT

1. This activity must be operated insofar as possible by civilians paid from activity funds (MCM 19101). If the assignment of billets to military personnel is necessary as the result of conditions peculiar to a particular mess, it must be justified to and approved by the Commandant of the Marine Corps.

### 3003 CLOSED MESS UNIT

1. The mess officer will be assigned on an additional duty basis.
2. It is intended that the only enlisted personnel assigned this activity be stewards.

#### a. Steward Chief

<u>Average number of meals served daily</u>	MOS 3619	
	<u>GSGT</u>	<u>SSGT</u>
Less than 41	NONE	
41 - 100		1
101 - 190	1	
191 - 340	1	1
341 - 440	1	2
Over 440	2	2

#### b. Steward Cook

<u>Average number of meals served daily</u>	MOS 3611			
	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 41	1		1	1
41 - 70			1	1
71 - 100		1		2
101 - 130		1	1	2
131 - 165	1		1	3
166 - 200	1		2	3
201 - 235	1		2	4
236 - 270	1	1	2	4
271 - 310	1	1	2	5
311 - 350	1	1	3	5



Average number of meals served daily	(Cont'd) MOS 3611			
	SGT	CPL	LCPL	PVT
351 - 400	1	1	3	6
401 - 450	1	1	3	7
451 - 500	1	2	3	7
501 - 550	1	2	3	8
551 - 600	1	2	4	8
601 - 650	1	2	4	9
651 - 700	1	2	4	10

c. Steward Attendant (mess)

Average number of meals served daily	MOS 3613			
	SGT	CPL	LCPL	PVT
Less than 26		1		1
26 - 50		1		2
51 - 75		1	1	2
76 - 100		1	1	3
101 - 125		1	2	3
126 - 150		1	2	4
151 - 175	1	1	2	4
176 - 200	1	1	2	5
201 - 240	1	1	3	5
241 - 280	1	2	3	5
281 - 320	1	2	3	6
321 - 360	1	2	3	7
361 - 400	1	2	3	8
401 - 450	1	2	3	9
451 - 500	1	2	4	9

3. Civilians paid from appropriated funds may now be used (Chapter 19 MCM) in closed mess only. Civilians when used will replace stewards as follows:

MOS 3613 - Group II	Mess Attendant
MOS 3611 - Group III	Cook
MOS 3619 - Group IVa	Mess Supervisor

# 3004 BOQ UNIT

1. The BOQ Officer will be assigned to individual BOQ areas on an additional duty basis. Where numerous BOQs are widely dispersed at installations with a combined officer load over 1800, one full time officer Lt, MOS 9910, and one SSGT, MOS 3049, may be assigned for coordination and control purposes.

2. It is intended that the only enlisted personnel assigned this activity be steward attendants.

## a. Steward Attendant (BOQ)

Average number of rooms occupied in BOQ	MOS 3613			
	SGT	CPL	LCPL	PVT
Less than 21			1	
21 - 40			1	1
41 - 60		1		2
61 - 80		1		3
81 - 100		1	1	3
101 - 120		1	1	4
121 - 140		1	1	5
141 - 160		1	1	6
161 - 180		1	1	7
181 - 200		1	2	7
201 - 220		1	2	8
221 - 240		1	2	9
241 - 260		1	3	9
261 - 280		1	3	10
281 - 300		1	3	11
301 - 320		1	3	12
321 - 340		1	3	13
341 - 360	1	1	3	13
361 - 380	1	1	3	14
381 - 400	1	1	3	15
401 - 420	1	1	3	16
421 - 440	1	1	4	16
441 - 460	1	1	4	17
461 - 480	1	1	4	18
481 - 500	1	1	4	19

(Cont'd)

Average number of rooms occupied in BOQ	MOS 3613			
	SGT	CPL	LCPL	PVT
501 - 520	1	2	4	19
521 - 540	1	2	4	20
541 - 560	1	2	4	21
561 - 580	1	2	4	22
581 - 600	1	2	5	22
601 - 620	1	2	5	23
621 - 640	1	2	5	24
641 - 660	1	2	5	25
661 - 680	1	2	5	26
681 - 700	1	2	5	27

- NOTES: 1. Any number of meals over an increment is counted as an additional whole increment.
2. The average number of meals served means those meals actually served only in the dining room (excludes stewards' meals or snacks) and is to be computed by dividing the total number of days in that period on the basis of a seven day week.
3. The number of meals served daily and rooms occupied in the BOQ are to be averaged on the basis of the quarterly reports submitted in accordance with Marine Corps Order 1746.2B. Each quarterly report will be added to previous quarterly reports until four reports have been made, and thereafter, computations will be based on the workload of the last four quarters for which data has been reported.
4. This criterion is to be applied separately wherever there is a physical separation of facilities, resulting in a branch or annex of a COM (closed).
3. The utilization of civilian janitorial personnel in conjunction with steward attendants (BOQ) where desirable is considered appropriate. When used, civilians will replace stewards as follows:

MOS 3613 - Group II Maid, janitor, or laborer

### 3005 STEWARD ASSIGNMENTS TO FMF STAFF MESSES

General and Special Staff Section Heads of Field Rank	Steward Chief		Steward Cook			Steward Attendant			
	MOS 3619		MOS 3611			MOS 3613			
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 16				1	1		1	1	
16 - 24		1		1	1	1	1	1	
25 - 34	1		1	1	1	1	1	2	1
Over 34	1		1	1	2	1	1	2	2

NOTE: The above criterion allows approximately 1 cook per 10 officers fed and 1 attendant per 6 officers fed.

### 3006 STEWARD ASSIGNMENTS TO OFFICER MESSES AFLOAT

<u>Officers served</u>	Steward Cook				Steward Attendant			
	MOS 3611				MOS 3613			
	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 18		1				1	1	
18 - 24		1				2	1	
25 - 34		1		1		2	2	
35 - 44		1		1		2	3	
45 - 59		1	1	1		3	4	
60 - 74	1	1	1		1	3	4	
75 - 89	1	1	1	1	1	3	4	

Note: The above criterion allows approximately 1 steward cook per 20 officers fed and (a) for the first 60 officers served 1 steward attendant per 8 officers served; (b) for 60-74 officers served 1 steward attendant per 9 officers served; and (c) for 75-89 officers served 1 steward attendant per 10 officers served.

### 3007 STEWARD ASSIGNMENTS TO GENERAL OFFICERS

	Steward Chief		Steward Cook		Steward Attendant	
	MOS 3619		MOS 3611		MOS 3613	
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>		<u>SGT</u>	<u>CPL</u>
Commandant	1	2	1			
Lieutenant General	1		1			1
Major General		1			1	
Brigadier General			1			1

### 3008 STAFF NONCOMMISSIONED OFFICERS CLUBS

1. A Staff Noncommissioned Officer Club Section is authorized each activity, base or station operating one or more clubs authorized by the Commandant of the Marine Corps. Where more than one club is operated, the criterion may be applied separately for each club and a table of organization unit will be authorized each club within the Staff Noncommissioned Officer Club Section.

Station Staff NCO Load Serviced (USMC & USN)	Manager/Treasurer & Asst Treasurer MOS 4131			Asst Manager MOS 3371		Bookkeeper MOS 4111	
	GSGT	SSGT	SGT	SSGT		SGT	CPL
Less than 120						1	
120 - 500		1		1			
501 - 1300		1		1			1
Over 1300	1		1	1			1

### 3009 ENLISTED CLUBS

1. One Enlisted Club Section is authorized each activity, base or station operating one or more clubs authorized by the Commandant of the Marine Corps.

Station En- listed Load	Manager/Treasurer MOS 4131		Asst Manager MOS 4131			Bookkeeper MOS 4111	
	GSGT	SSGT	SGT	CPL	LCPL	SGT	CPL
Less than 500						1	
500 - 1500		1					1
1501 - 5000	1			1			1
Over 5000	1		1		1		1

### 3010 HOSTESS HOUSES

1. One Hostess House Section may be authorized each activity, base, or station operating a Hostess House authorized by the Commandant of the Marine Corps. Each Hostess House Section whose operations are of such a magnitude to warrant it may be authorized one officer as Treasurer on an additional duty basis. No other military billets will be authorized except as indicated in paragraph 3011 below.

### 3011 ADDITIONAL PERSONNEL

1. These activities must be operated insofar as possible by civilians paid from activity funds (MCM 19101 and 19406). Requests to assign additional billets to military personnel, when considered necessary as the result of conditions peculiar to a particular activity, must be supported by full justification to the Commandant of the Marine Corps.



CHAPTER 4

FOOD SERVICES CRITERION

4000	INTRODUCTION
4001	DEFINITIONS
4002	FOOD SERVICES OFFICERS
4003	MESSMEN
4004	COOKS, BAKERS, MEAT CUTTERS AND FOOD SERVICES TECHNICIANS





## CHAPTER 4

### FOOD SERVICES CRITERION

FUNCTION - Food Services Facilities

TYPE UNIT - All activities except Security Forces

#### 4000 INTRODUCTION

1. The following criterion provides for complete operation of food services facilities, including pastry baking, meat cutting, and bread baking, for all FMF and non-FMF activities with the exception of the Security Forces which are covered by separate criterion.

#### 4001 DEFINITIONS

1. Ration. One ration is equivalent to three meals per day computed in accordance with paragraph 45000.2, Volume 4, Marine Corps Supply Manual. Average number of rations served daily shall be based on a six-month period.

2. Family Style Mess. A family style mess exists where personnel are seated at tables and the food is brought to the table by messmen.

3. Cafeteria Style Mess. A cafeteria style mess is one in which personnel serve themselves from, or are served at, a counter and then take the food to tables to eat.

4. Central Bakery. A central bakery shall be operated when an activity operates three or more separate messes and provides all bread and bakery products for these messes.

5. Central Butcher Shop. A central Butcher Shop shall be operated when an activity does all of its own meat cutting and services three or more messes.

6. Bakery Platoon. A Bakery Platoon is a Force Troop Unit which shall be operated for a Marine Division and attached units when in the field. It should have the capability of breaking down into sections serving Regimental Combat Teams.

#### 4002 FOOD SERVICES OFFICERS (MOS 3302 AND 3310)

1. Activities having a Consolidated Mess System (see paragraph 51152 MCM).

a. Normally one Lt. Food Services Inspector, and one WO, Mess Administrator, will be authorized for those activities having a consolidated mess system. Where there is sufficient justification there may be one WO, Assistant Mess Administrator, at larger activities, in which case the rank of the Food Services Inspector will be Capt.

b. Marine Corps Air Stations to which a Marine Air Wing is attached will be authorized a WO, Mess Administrator, only.

c. One Maj. Food Services Inspector, and one Lt, Mess Administrator, will be authorized for each Marine Division and each Marine Air Wing.

## 2. Other Marine Corps Activities

a. Normally one WO, Mess Administrator, will be authorized for the food services program of the larger posts or stations that do not have a Consolidated Mess System and which serve over 350 rations daily.

3. The assignment of officers for duty in operating a unit mess hall will be on an additional duty basis only.

4. In addition to the above, the following food services officers are also authorized:

a. Marine Corps Supply School, Camp Lejeune	4
WO, Food Services Inspector	(2)
WO, Mess Administrator	(2)
b. Supply Department, Headquarters Marine Corps	1
Capt, Food Services Inspector	(1)
c. Food Demonstration Teams, East and West Coast	2
WO, Food Services Inspector	(2)

## 5. Bakery Officers (MOS 3310)

a. One WO will be assigned to each Marine Corps activity operating a commercial-type bakery.

b. One WO will be assigned to each authorized Bakery Platoon in the Fleet Marine Force.

## 4003 MESSMEN

1. Messmen and messwomen will be assigned generally as additional duty as follows (see also Paragraph 7164 MCM for assignment policies).

- a. Family Style Mess - One messman per 20 enlisted personnel subsisted. If after computation a remainder of 11 or more results an additional messman for messes of less than 120 is authorized. For a ration strength of less than 20, 1 messman is authorized.
- b. Cafeteria Style Mess - One messman per 30 enlisted personnel subsisted. If after computation a remainder of 16 or more results an additional messman for messes of less than 120 is authorized. For a ration strength of less than 30, 1 messman is authorized.

- c. Women's Mess                      - Messwomen will be assigned to mess halls serving women only in the ratio prescribed for family style messes. In addition one messman "heavy-lifter" is authorized for every 200 women subsisted or fraction thereof.

NOTE: Where personnel are served both family style and cafeteria style within one mess, messmen will be assigned as for a cafeteria style mess.

4004 COOKS (MOS 3371), BAKERS (MOS 3311), MEAT CUTTERS (MOS 3361), AND FOOD SERVICES TECHNICIANS (MOS 3349)

1. Table 4-1 provides for the assignment of cooks and food for all messes. For those activities not operating a central bakery or butcher shop, it also provides bakers and meat cutters.
2. Tables 4-2 and 4-3 provide bakers and meat cutters for activities where a central bakery and/or butcher shop is operated and replace the appropriate parts of Table 4-1
3. Table 4-4 contains criterion for a Bakery Platoon. Baked goods for Ground FMF units will be provided either by central facilities operated by the base at which the units are located, or by a supporting Bakery Platoon. No other bakers will be provided in Ground FMF T/O's.
4. Table 4-5 provides bakers for Air FMF units.
5. All FMF units will be assigned on the assumption 100% of total strength will be served rations, and all meat cutters will be deleted from FMF T/O's.

Table 4-1

<u>Average Number rations served daily</u>	<u>Title</u>	<u>MOS</u>	<u>GSQT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>TOTAL</u>
Less than 75	COOK	3371			1	1	1		3
75 - 145	COOK	3371			1	1	2		5
									6
146 - 215	COOK	3371		1		1	2	1	(5)
	BAKER	3311					1		(1)
									7
216 - 285	COOK	3371		1	1	1	2	1	(6)
	BAKER	3311				1			(1)

Table 4-1 (Cont'd)

<u>Average Number rations served daily</u>	<u>Title</u>	<u>MOS</u>	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>TOTAL</u>
286 - 355									9
	COOK	3371		1	1	2	2	1	( 7 )
	BAKER	3311				1			( 1 )
	MEAT CUTTER	3361				1			( 1 )
356 - 425									11
	COOK	3371	1		1	2	3	1	( 8 )
	BAKER	3311				1	1		( 2 )
	MEAT CUTTER	3361				1			( 1 )
426 - 500									12
	COOK	3371	1		2	2	3	1	( 9 )
	BAKER	3311				1	1		( 2 )
	MEAT CUTTER	3361				1			( 1 )
501 - 590									14
	COOK	3371	1		2	3	3	1	(10)
	BAKER	3311				1	1		( 2 )
	MEAT CUTTER	3361			1	1			( 2 )
591 - 680									16
	COOK	3371	1		2	3	4	1	(11)
	BAKER	3311			1	1	1		( 3 )
	MEAT CUTTER	3361			1	1			( 2 )
681 - 770									18
	COOK	3371	1	1	2	3	4	2	(13)
	BAKER	3311			1	1	1		( 3 )
	MEAT CUTTER	3361			1	1		.	( 2 )
771 - 860									19
	COOK	3371	1	1	2	3	5	2	(14)
	BAKER	3311			1	1	1		( 3 )
	MEAT CUTTER	3361			1	1			( 2 )
861 - 950									21
	COOK	3371	1	1	2	4	5	2	(15)
	BAKER	3311			1	1	1		( 3 )
	MEAT CUTTER	3361			1	1	1		( 3 )
951 - 1040									23
	F.S. TECHNICIAN	3349	1						( 1 )
	COOK	3371		1	2	4	7	2	(16)
	BAKER	3311			1	1	1		( 3 )
	MEAT CUTTER	3361			1	1	1		( 3 )

Table 4-1 (Cont'd)

<u>Average Number rations served daily</u>	<u>Title</u>	<u>MOS</u>	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>TOTAL</u>
1041 - 1245	F.S. TECHNICIAN	3349	1						25 ( 1)
	COOK	3371		1	2	4	9	2	(18)
	BAKER	3311			1	1	1		( 3)
	MEAT CUTTER	3361			1	1	1		( 3)
1246 - 1515	F.S. TECHNICIAN	3349	1						29 ( 1)
	COOK	3371		1	2	5	9	3	(20)
	BAKER	3311			1	1	2		( 4)
	MEAT CUTTER	3361			1	1	2		( 4)
1516 - 1785	F.S. TECHNICIAN	3349	1						32 ( 1)
	COOK	3371		1	3	6	10	3	(23)
	BAKER	3311		1	1	1	1		( 4)
	MEAT CUTTER	3361			1	1	2		( 4)
1786 - 2055	F.S. TECHNICIAN	3349	1						35 ( 1)
	COOK	3371	1	2	3	6	11	3	(26)
	BAKER	3311		1	1	1	1		( 4)
	MEAT CUTTER	3361			1	1	2		( 4)
2056 - 2415	F.S. TECHNICIAN	3349	1						41 ( 1)
	COOK	3371	1	2	3	6	14	4	(30)
	BAKER	3311	1		1	1	2		( 5)
	MEAT CUTTER	3361		1		1	2	1	( 5)
2416 - 2865	F.S. TECHNICIAN	3349	1						48 ( 1)
	COOK	3371	1	2	4	8	16	4	(35)
	BAKER	3311	1		1	1	2	1	( 6)
	MEAT CUTTER	3361		1	1	1	2	1	( 6)
2866 - 3315	F.S. TECHNICIAN	3349	1						53 ( 1)
	COOK	3371	1	2	5	9	17	5	(39)
	BAKER	3311	1		1	2	2	1	( 7)
	MEAT CUTTER	3361	1		1	1	2	1	( 6)
3316 - 4215	F.S. TECHNICIAN	3349	1						64 ( 1)
	COOK	3371	1	3	6	10	20	6	(46)
	BAKER	3311	1	1	1	2	2	2	( 9)
	MEAT CUTTER	3361	1		1	2	2	2	( 8)



Table 4-1 (Cont'd)

Average Number  
rations served  
daily

	<u>Title</u>	<u>MOS</u>	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>TOTAL</u>
4216 - 5115	F.S. TECHNICIAN	3349	2						76 ( 2)
	COOK	3371	1	3	8	11	24	7	(54)
	BAKER	3311	1	1	1	2	3	2	(10)
	MEAT CUTTER	3361	1	1	1	2	3	2	(10)

CENTRAL BAKERY  
(COMMERCIAL-TYPE ONLY)

Table 4-2

BREAD UNIT

Pounds produced  
Per 8 -Hour Shift

	MOS 3311						
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>TOTAL</u>
Less than 2000	1	1	1	2	4	5	14
2000 - 2415	1	1	2	2	4	5	15
2416 - 2830	1	2	2	2	4	5	16
2831 - 3245	1	2	2	3	4	5	17
3246 - 3660	1	2	3	3	4	5	18
3661 - 4075	1	3	3	3	4	5	19
4076 - 4490	2	3	3	3	4	5	20
4491 - 5240	2	3	3	3	4	6	21
5241 - 5990	2	3	3	4	4	6	22
5991 - 6740	2	3	4	4	4	6	23
6741 - 7490	2	4	4	4	4	6	24
7491 - 8240	2	4	4	4	5	6	25
8241 - 8990	2	4	4	4	6	6	26
8991 - 9740	2	4	4	5	6	6	27
9741 - 10490	2	4	5	5	6	6	28
10491 - 11990	2	4	5	5	7	6	29
11991 - 13490	2	4	5	6	7	6	30
13491 - 15000	2	4	5	6	7	7	31
15001 - 16500	2	4	5	6	8	7	32



Table 4-3

## PASTRY UNIT

<u>Pounds Produced</u> <u>Daily</u>	MOS 3311						<u>TOTAL</u>
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	
Less than 100				1			1
100 - 200				1	1		2
201 - 300			1	1	1		3
301 - 400			1	1	1		4
401 - 500			1	1	2		5
501 - 715			1	2	2	1	6
716 - 930		1	1	2	2	1	7
931 - 1145		1	1	2	3	1	8
1146 - 1360		1	1	2	3	2	9
1361 - 1575		1	1	3	3	2	10
1576 - 1790	1	1	1	3	3	2	11
1791 - 2005	1	1	2	3	3	2	12
2006 - 2230	1	1	2	3	4	2	13
2231 - 2455	1	1	2	3	4	3	14
2456 - 2680	1	1	2	4	4	3	15
2681 - 2905	1	1	2	4	5	3	16
2906 - 3130	1	1	2	4	5	4	17
3131 - 3355	1	2	2	4	5	4	18
3356 - 3580	1	2	3	4	5	4	19
3581 - 3805	1	2	3	5	5	4	20
3806 - 4045	1	2	3	5	6	4	21
4046 - 4285	1	2	3	5	6	5	22
4286 - 4525	1	2	3	6	6	5	23
4526 - 4765	1	2	3	6	7	5	24
4766 - 5005	2	2	3	6	7	5	25
5006 - 5245	2	2	3	6	7	6	26
5246 - 5485	2	2	4	6	7	6	27
5486 - 5725	2	2	4	7	7	6	28
5726 - 6050	2	2	4	7	8	6	29
6051 - 6375	2	3	4	7	8	6	30
6376 - 6700	2	3	4	7	8	7	31
6701 - 7025	2	3	4	8	8	7	32
7026 - 7350	2	3	4	8	9	7	33
7351 - 7675	2	3	4	8	9	8	34
7676 - 8000	2	3	4	9	9	8	35

Table 4-3 (cont'd)

Pounds Produced Daily	MOS 3311						TOTAL
	GSGT	SSGT	SGT	CPL	LCPL	PVT	
8001 - 8325	2	3	4	9	10	8	36
8326 - 8650	2	3	5	9	10	8	37
8651 - 8975	2	3	5	9	10	9	38
8976 - 9300	2	3	5	10	10	9	39
9301 - 9625	2	4	5	10	10	9	40
9626 - 9950	2	4	5	10	11	9	41
9951 - 10275	2	4	5	10	11	10	42
10276 - 10600	2	4	5	11	11	10	43
10601 - 10925	2	4	5	11	12	10	44
10926 - 11250	2	4	6	11	12	10	45
11251 - 11575	2	4	6	11	12	11	46
11576 - 11900	2	4	6	12	12	11	47
11901 - 12225	2	4	6	12	13	11	48
12226 - 12550	2	4	6	12	13	12	49
12551 - 12875	2	4	6	13	13	12	50
12876 - 13200	2	4	7	13	13	12	51
13201 - 13600	2	4	7	13	14	12	52
13601 - 14000	2	5	7	13	14	12	53

Table 4-4

Central Butcher Shop

Average Number rations served daily	MOS 3361						TOTAL
	GSGT	SSGT	SGT	CPL	LCPL	PVT	
Less Than 3000		1	1	1	2	1	6
3000 - 3500		1	1	2	2	1	7
3501 - 4000		1	1	2	3	1	8
4001 - 4500		1	1	3	3	1	9
4501 - 5000	1	1	1	3	3	1	10
5001 - 5625	1	1	1	3	4	1	11
5626 - 6250	1	1	2	3	4	1	12
6251 - 6875	1	1	2	4	4	1	13
6876 - 7500	1	1	2	4	5	1	14
7501 - 8125	1	1	2	4	5	2	15

Table 4-4 (cont'd)

Average Number rations served daily	MOS 3361						TOTAL
	GSGT	SSGT	SGT	CPL	LCPL	PVT	
8126 - 8750	1	1	2	5	5	2	16
8751 - 9375	1	1	2	5	6	2	17
9376 - 10000	1	1	3	5	6	2	18
10001 - 10910	1	1	3	6	6	2	19
10911 - 11820	1	1	3	6	7	2	20
11821 - 12730	1	1	3	7	7	2	21
12731 - 13640	1	1	4	7	7	2	22
13641 - 14550	1	1	4	7	7	3	23
14551 - 15460	1	1	4	7	8	3	24
15461 - 16370	1	1	4	8	8	3	25
16371 - 17280	1	1	4	8	9	3	26
17281 - 18190	1	1	4	9	9	3	27
18191 - 19100	1	1	4	9	9	4	28
19101 - 20010	1	1	5	9	9	4	29
20011 - 22232	1	1	5	9	10	4	30
22233 - 24454	1	1	5	10	10	4	31
24455 - 26676	1	1	6	10	10	4	32
26677 - 28898	1	1	6	10	11	4	33
28899 - 31120	1	1	6	10	11	5	34
31121 - 33342	1	1	7	10	11	5	35
33343 - 35564	1	1	7	10	12	5	36
35565 - 37786	1	1	7	11	12	5	37
37787 - 40000	1	1	8	11	12	5	38

Table 4-5

Bakery Platoon

1. The Bakery Platoon will be staffed on the basis of one enlisted baker, MOS 3311, for every 360 personnel served.
2. This allowance provides sufficient personnel for the making of bread, donuts, and ice cream only. The criterion does not include personnel for functions performed by other occupational fields.

Table 4-6

Bakers for Air FMF

<u>T/O Strength of Marine Air Group</u>	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>TOTAL</u>
Less than 1140			1	1	1		3
1141 - 1465			1	1	2		4
1466 - 1790		1		1	2	1	5
1791 - 2115		1	1	1	2	1	6
2116 - 2440	1		1	2	2	1	7
2441 - 2765	1	1	1	2	2	1	8
Over 2765	1	1	1	2	2	2	9

Note: These personnel will be assigned to Marine Air Base Squadrons.

CHAPTER 5

INSPECTOR-INSTRUCTOR STAFF CRITERION

5000	INTRODUCTION
5001	BASIC MISSION
5002	ADDITIONAL INSPECTOR- INSTRUCTOR STAFF DATA
5003	COMMAND
5004	PERSONNEL ADMINISTRATION
5005	SUPPLY ADMINISTRATIVE CLERKS
5006	INSTRUCTORS AND EQUIPMENT MAINTENANCE MEN
5007	ADDITIONAL PERSONNEL



## CHAPTER 5

### INSPECTOR-INSTRUCTOR STAFF CRITERION

FUNCTION - Inspector - Instructor Staffs

TYPE UNIT - Organized Marine Corps Reserve Ground Units (Male)

#### 5000 INTRODUCTION

1. This criterion provides the basis for determining personnel requirements for the Inspector - Instructor Staff of Organized Marine Corps Reserve Ground Units (Male).

#### 5001 BASIC MISSION

1. The basic mission of the Inspector - Instructor Staff is to ascertain that the units concerned meet the standard prescribed by regulations and to provide instruction which is adequate for compliance with programs promulgated to insure progressive attainment toward a state of readiness for immediate mobilization.

#### 5002 ADDITIONAL INSPECTOR - INSTRUCTOR STAFF DATA

1. Additional detail regarding Inspector - Instructor Staffs is contained in Volume I, Chapter 3, Marine Corps Manual.

#### 5003 COMMAND

Table 5-1

<u>Reserve Unit (Type)</u>	<u>Inspector- Instructor</u>	<u>Asst I-I</u>	<u>MOS 9999 SMAJ</u>	<u>MOS 0398 or 3098 (as appropriate) 1SGT</u>
All Bn's	1	1	1	
AWBtry	1			1
75mmAAABtry	1	1		1
AirDelCo	1	1		1
SupCo	1			1
OrdFldMaintCo	1	1		1
Sp1TruckCo	1	1		1
TruckCo	1			1
AutoFldMaintCo	1	1		1
155mmGunBtry	1			1
105mm; 155mmHowBtry	1			1
Comm Co	1	1		1
EngrCo	1	1		1
SPGrpCo	1	1		1
AmphTracCo	1	1		1



Table 5-1 (cont'd)

Reserve Unit (Type)	Inspector- Instructor	Asst I-I	MOS 9999 SMAJ	MOS 0398 or 3098 (as appropriate)
				1SGT
ArmdAmphCo	1	1		1
TankCo	1	1		1
RifCo	1			1
InfCo	1			1
CommCo-InfCo	1	1		1
TruckCo-InfCo	1	1		1

Rank of Inspector-Instructor will be equal to or exceed that of the reserve unit Commanding Officer. The MOS of the Inspector-Instructor and the Assistant will be that which is most suitable to the specialty of the reserve unit.

## 5004 PERSONNEL ADMINISTRATION

Table 5-2

Reserve Unit (Type)	MOS 0141	
	SGT	CPL
All I-I Staffs	1	1

## 5005 SUPPLY ADMINISTRATIVE CLERKS

Table 5-3

Reserve Unit (Type)	MOS 3049	
	GSgt	SSgt
All Bn's (Less CommBn & ReconBn)	1	
All others (Plus CommBn & ReconBn)	*	1

\*Where justification exists, a GSgt billet may be established in lieu of the SSgt billet. This would apply in those cases where it is determined that a unit's account is beyond the normal capability of a SSgt.

## 5006 INSTRUCTORS AND EQUIPMENT MAINTENANCE MEN

1. MOS - In accordance with the MOS needs of the particular type reserve unit to be trained or equipment to be maintained.
2. Rank - GSgt/SSgt for unit gunnery sergeant and/or overall specialty chief.  
GSgt/SSgt secondary specialty chief instructors or equipment technicians.  
Sgt/Cpl specialty and/or sub-specialty instructors or equipment technicians.  
Below Cpl will not be used.

3. Numbers - Sufficient that when added to the requirements shown above the I&I Staff will be filled to an enlisted strength of no more than:

- 6 - InfCo, SupCo, OrdFldMaintCo (TrackedVeh), WpnsBn, RifCo, ReconBn
- 7 - AWBtry, AirDelCo, OrdFldMaintCo (Arty & AAA), TruckCo, AutoFldMaintCo, 105mm & 155mmHowBtry, EngrCo, SPGrpCo, AmphTracCo, ArmdAmphCo, InfBn, ServBn
- 8 - 75mmAAABtry, DepSupBn, OrdFldMaintCo (Small arms, FireCont&InstrRepair), SplTruckCo, 155mmGunBtry, 105mm & 155mmHowBn, 4.5" RocketBn, CommCo, AmphTracBn, TankCo, MTBn
- 9 - AAA-AWBn, 75mmAAABn, 155mmGunBn, TankBn, SplInfBn, CommCo-InfCo, EngrBn, TruckCo-InfCo
- 10 - CommBn, CommSptBn, InfBn(Comp)

#### 5007 ADDITIONAL PERSONNEL

1. The regular I&I staffs formed from paragraphs 5003-5006 above may be authorized additional personnel as follows:

##### a. Facility Maintenance

(1) I&I staffs of reserve units located at a permanent regular military installation require no maintenance personnel.

(2) Other I&I staffs or reserve units (off military base) require the following maintenance personnel:

Construction Man  
MOS 1371  
LCPL

Joint Training Center with indoor MCR exclusive space in excess of 20,000 sq. ft. or 15,000 sq. ft. plus 2 acres or more of grounds. 1

MCRTC with an indoor area in excess of 20,000 sq. Ft. or 10,000 sq.ft. plus 2 acres or more of grounds. 1

##### b. Consolidated and centralized clothing issue sites.

Personnel, MOS 3041, required for sites serving an entire MCR&RD are to be determined on basis of workload justification in each case.



## CHAPTER 6

### DATA PROCESSING CRITERION

6000	INTRODUCTION
6001	MANAGEMENT PERSONNEL
6002	ADMINISTRATIVE-CLERICAL PERSONNEL
6003	ANALYST PERSONNEL
6004	ACCOUNTING SUPERVISORY PERSONNEL
6005	OPERATOR SUPERVISORY PERSONNEL
6006	OPERATOR PERSONNEL
6007	CIVILIAN PERSONNEL



## CHAPTER 6

### DATA PROCESSING CRITERION

FUNCTION - Data Processing

TYPE UNIT - All Non-FMF activities operating a Data Processing Installation

#### 6000 INTRODUCTION

1. Mechanization of existing operations to be worthwhile must either be accompanied by significant personnel savings or a materially more useful end-product. Thus, part and parcel of this criterion is the requirement that an estimate of personnel savings and of the value of improved operations are inherent in the decision to mechanize.

2 The use of military personnel is appropriate in order to provide sufficient billets for training and mobilization expansion. Otherwise, civilian personnel will be used to the maximum practicable extent. Women Marines and/or civilian billets may be substituted for currently established male military billets upon approval of the Commandant of the Marine Corps.

#### 6001 MANAGEMENT PERSONNEL

##### 1. Data Processing Officer (MOS 4002)

Installation performing services of a complexity and volume to require a total of 10 to 19 personnel

(Military and Civilian)----- 1 O1nC (Lt)

Installation performing services of a complexity and volume to require a total of 20 to 39 personnel

(Military and Civilian)----- 1 O1nC (Capt)  
1 DPO (Lt/WO)

Installation performing services of a complexity and volume to require a total of 40 to 59 personnel

(Military and Civilian)----- 1 O1nC (Major)  
2 DPO (Lt/WO)

Installation performing services of a complexity and volume to require a total of 60 or more personnel

(Military and Civilian)----- 1 O1nC (LtCol)  
3 DPO (Capt, Lt/WO)

2. Data Processing Accountant (MOS 4029)

One GSGT as Installation Chief for each Data Processing Installation.

6002 ADMINISTRATIVE-CLERICAL PERSONNEL

1. Administrative Man (Mos 0141) and Supply Administrative Clerk (MOS 3041)

Installation with a total of 10 to

19 personnel----- 1 Cpl-Admin. Clerk, MOS 0141  
\*

Installation with a total of 20 to

39 personnel----- 1 Sgt-Admin. Clerk , MOS 0141  
1 LCpl- Clerk Typist MOS 0141  
\*  
#

Installation with a total of 40 to

59 personnel----- 1 Sgt-Admin. Clerk MOS 0141  
1 CPL-Clerk Typist MOS 0141  
1 LCpl-Clerk Typist MOS 0141  
\*  
#

Installation with a total of 60 or

more personnel----- 1 SSgt-Admin. Clerk MOS 0141  
1 Cpl-Clerk Typist MOS 0141  
1 LCpl-Clerk Typist MOS 0141  
1 Pvt-Mail & File Clerk MOS 0141  
1 LCpl-Supply Clerk MOS 3041  
\*  
#

\*Add 1 LCpl - personnel locator clerk, MOS 0141. if DPI is required to operate locator.

# Add 1 LCpl - clerk typist, MOS 0141 if installation is performing military personnel accounting. This requirement is necessitated by the large volume of corrective correspondence and action required at the DPI.



6003 ANALYST PERSONNEL

1. Personnel Data Analyst (MOS 0171)

For installations performing personnel accounting:

One Gunnery Sergeant (Experienced Analyst) as Chief Analyst.  
One Staff Sergeant (Experienced Analyst) for each eight processing  
Analysts, or major portion thereof, over four as Analyst Supervisor.

Installation serving FMF Organizations-----1 Sgt/Cpl per 2,500 personnel  
(Chg & Non-Chg) in accounting  
jurisdiction

Installations serving Casual, I&I Staff, Train-  
ing and Transient Center Type Organizations-----1 Sgt/Cpl per 1,500 personnel  
(Chg & Non-Chg) in accounting  
jurisdiction

Installation serving Barracks and Security  
Force type commands, Flag and Staff Allow-  
ances, Recruit Depots (Permanent Personnel)  
and Ships Detachments-----1 Sgt/Cpl per 3,000 personnel  
(Chg & Non-Chg) in accounting  
jurisdiction

Installation serving Volunteer and Organized  
Reserve Accounts-----1 Sgt/Cpl per 10,000 Volunteer  
Personnel in accounting juris-  
diction  
  
1 Sgt/ Cpl per 3,000 Organized  
Personnel in accounting juris-  
diction

Installation performing personnel accounting  
for Recruits-----1 Sgt/Cpl per 5,000 Recruits  
in accounting jurisdiction

6004 ACCOUNTING SUPERVISORY PERSONNEL

1. Data Processing Accountant (MOS 4029)

Data Processing Installations whose mission includes operation of the follow-  
ing mechanized accounting systems normally require one or more Accounting

Supervisors for each system. The number will depend on complexity; stage of implementation; and number of reports to be prepared, procedures to be developed and files to be maintained. Normally, the rank distribution within each system will be based on a GSgt/SSgt ratio of 1:2. where the number required in a particular system is less than 3, which would not permit applying the above ratio, the rank of SSgt will be used.

SUPPLY (Stock and Property)  
PERSONNEL (Military-Active and Inactive; and Civilian)  
DISBURSING  
FISCAL  
MANUFACTURING AND REPAIR PRODUCTION CONTROL  
JOB ORDER AND COST DISTRIBUTION

#### 6005 OPERATOR SUPERVISORY PERSONNEL

##### 1. Data Processing Accountant (MOS 4029)

Each Data Processing Installation requires one GSgt or SSgt as Equipment Operation Supervisor to coordinate and provide overall supervision of the various operator groups within that unit. Rank is determined by the number of operators authorized:

20 operators or less----- 1 SSgt  
More than 20 operators----- 1 GSgt

First line operator supervisors, Sgt, are required in the proportion of one supervisor for each eight operators.

#### 6006 OPERATOR PERSONNEL

##### 1. EAM OPERATOR (MOS 4011) and CARD PUNCH OPERATOR (MOS 4013) and (MOS 0141)

a. Civilian and/or Military Personnel - 1.15 operators per machine per authorized work shift.

b. Military Personnel - 1.20 operators per machine per authorized work shift for installations whose parent command requires the furnishing of messmen.

c. Rank distribution of machine operators, MOS 4011, will normally adhere to the ratio of:

CPL: LCPL: PVT - 2: 3: 3

d. Rank distribution of Card Punch operators, (Cpl and LCpl), MOS 4013, and (Pvt) MOS 0141 will normally adhere to the ratio of:

CPL: LCPL: PVT - 1: 2: 3

#### 6007 CIVILIAN PERSONNEL

1. Normally, the percentage of substitution of civilian billets for military billets will not exceed the following:

Management Personnel, MOS 4002 -----	50%
Administrative-Clerical Personnel, MOS 0141 & 3041 -----	100%
Accounting Supervisory Personnel, MOS 4029-----	50%
Operator Supervisory and Operator Personnel MOS 4029 & 4011-----	50%
Operator Supervisory and Operator Personnel Card Punch, MOS 4029 & 4013 --	100%

2. For substitution of civilian personnel the following rank-grade table serves as a guide:

GSGT -----	GS-7
SSGT -----	GS-6
SGT -----	GS-5
CPL -----	GS-4
LCPL -----	GS-3
PVT -----	GS-2 (Trainee)



## CHAPTER 7

### POSTAL CRITERION

7000	INTRODUCTION
7001	BASIC MISSION
7002	BASIC ORGANIZATION
7003	DEFINITION
7004	ADDITIONAL POSTAL DATA
7005	OFFICER PERSONNEL
7006	ENLISTED PERSONNEL



## CHAPTER 7

### POSTAL CRITERION

FUNCTION - Postal Services

TYPE UNIT - All activities

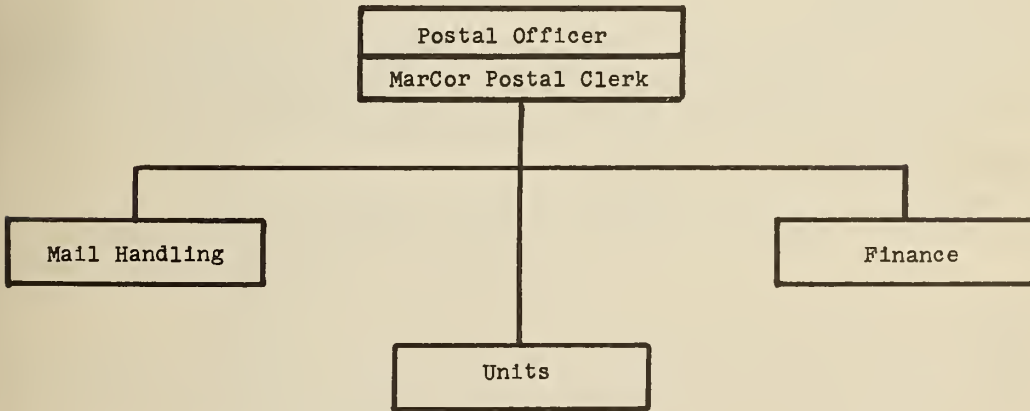
#### 7000 INTRODUCTION

1. This criterion provides the basis for determining personnel requirements for the operation of designated United States Post Office branches operated by the Marine Corps.

#### 7001 BASIC MISSION

1. The basic mission of Marine Corps Post Offices is to provide postal service, including the delivery of United States mail and the sale of postage stamps and money orders for Marine Corps commands overseas and under special circumstances in the Continental United States.

#### 7002 BASIC ORGANIZATION



#### 7003 DEFINITION

1. Marine Corps Post Office. A Marine Corps Post Office is a branch of a designated United States Post Office, established by authority of the Post Office Department and operated by the Marine Corps.

#### 7004 ADDITIONAL POSTAL DATA

1. Additional detail regarding mission, operating instructions and definitions is contained in Chapter 23, Volume 1, Marine Corps Manual.



## 7005 OFFICER PERSONNEL

1. Postal Officers, MOS 0130, will be assigned to the Adjutant's Section of only those activities having a Marine Corps Post Office, on the following basis:

### a. FMF Activities

<u>Strength</u>	<u>CAPT</u>	<u>WO</u>
Less than 10000		1
10000 or More	1	1

### b. Non-FMF Activities

<u>Strength</u>	<u>CAPT</u>	<u>WO</u>
Less than 3000		NONE
3000 - 10000		1
Over 10000	1	1

2. Two Warrant Officers, MOS 0130, will be assigned to Staffs of Corps and Force as Postal Inspectors.

## 7006 ENLISTED PERSONNEL

1. Enlisted postal personnel, MOS 0161, will be assigned to the Adjutant's Section of only those activities having a Marine Corps Post Office on the following basis:

### a. Basic Criterion

<u>Strength</u>	<u>GSgt</u>	<u>SSgt</u>	<u>Sgt</u>	<u>Cpl</u>	<u>LCpl</u>	<u>Pvt</u>
Less than 500			1		1	
500 - 1000			1		1	1
1001 - 1500		1		1	1	1
1501 - 2000		1		1	1	2
2001 - 2500		1		1	2	2
2501 - 3000		1		1	2	3
3001 - 3500		1	1	1	2	3
3501 - 4000		1	1	1	2	4
4001 - 4500		1	1	1	3	4
4501 - 5000		1	1	1	3	5
5001 - 5500	1	1	1	1	3	5
5501 - 6000	1	1	1	2	3	5

b. Addition Personnel

(1) One postal clerk will be assigned for each succeeding increment of 500 over 6000. Rank will be distributed to meet the following typical gradations with the lower ranks generally assigned the first increments and the higher ranks assigned the latter increments within a gradation.

<u>Strength</u>	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
10001 - 10500	1	1	2	3	5	10
15001 - 15500	1	1	3	5	8	14
20001 - 20500	1	1	4	7	11	18

(2) For Marine Corps Post Offices serving widely separated organizations (as at Camp Pendleton) or serving subordinate organizations on detached duty away from the parent organization (as in a Marine Division) normal allowance as set forth in the Basic Criterion in paragraph 1. a. will be augmented as follows:

<u>Strength</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>
Less than 1000		NONE	
1000 - 2500			1
2501 - 4500*	1		1

\* For each additional increment of 4500 one CPL and two LCPLS are authorized.

(3) Directory Service - When the post office is to perform directory service, additional personnel shall be assigned as follows:

(a) Non-FMF Activities - One postal clerk will be assigned for each 1000 personnel, or major fraction thereof, serviced. Rank will be distributed equally between sergeants and corporals.

(b) FMF Activities - Same as for Non-FMF activities except that when directory service is furnished for FMF organization by a supporting Non-FMF activity, 1 Corporal, MOS 0161, will be retained in the FMF activity for each 4000 personnel served to maintain a duplicate FMF directory. The remainder will be assigned to assist in the Non-FMF post office.



## CHAPTER 8

### SECURITY FORCE CRITERION

8000	INTRODUCTION
8001	BASIC MISSION
8002	BASIC ORGANIZATION
8003	OFFICERS
8004	SERGEANT MAJOR/FIRST SERGEANT
8005	GUARD PERSONNEL
8006	SUPERNUMERARIES AND FIELD MUSICS
8007	BRIG PERSONNEL
8008	MILITARY POLICE
8009	ADMINISTRATIVE AND CLERICAL PERSONNEL
8010	EXCHANGE PERSONNEL
8011	SUPPLY PERSONNEL
8012	DISBURSING PERSONNEL
8013	MAINTENANCE PERSONNEL
8014	MESS PERSONNEL
8015	LAUNDRY PERSONNEL
8016	CHAUFFEUR-ORDERLY
8017	INFANTRY WEAPONS ARMORER, POLICE NCO, 35MM PROJECTIONIST, ATHLETIC AND RECREATION ASSISTANT, AND DRIVERS



## CHAPTER 8

### SECURITY FORCE CRITERION

FUNCTION - Security and Support

TYPE UNIT - Marine Security Forces less Retraining Commands

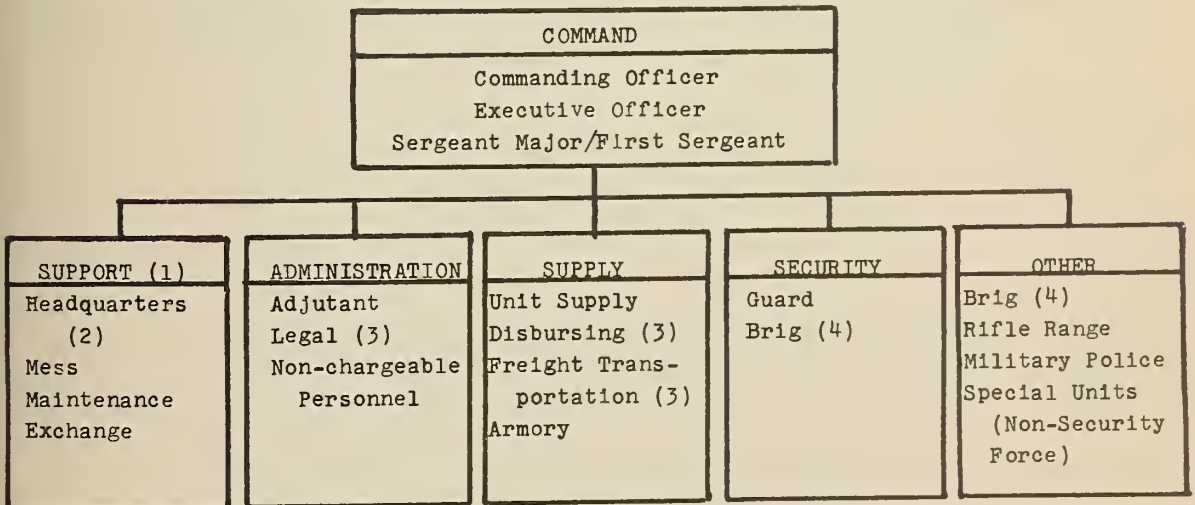
#### 8000 INTRODUCTION

1. This criterion is the basis for determining personnel requirements of Marine Security Force Commands. Tables of Organization are developed from the "hard core" of billets necessary to actually perform the assigned tasks. Added to this basic personnel requirement are the necessary supervisory and command billets as well as the support and administrative billets necessary to perform assigned functions. Requests for changes to Tables of Organization which exceed criterion must be accompanied by justification in terms of workload as well as tasks and/or functions performed.

#### 8001 BASIC MISSION

1. The basic mission of the Marine Security Forces is to provide such security as approved by the Chief of Naval Operations in coordination with the Commandant of the Marine Corps and perform such additional functions as directed by the Commandant of the Marine Corps.

#### 8002 BASIC ORGANIZATION



(1) May be directed and controlled by SMAJ/1SGT when no officer is assigned.

(2) Includes Police NCO, Field Musics, Drivers, Chauffeur/Orderlies and Supernumeraries, as authorized.

(3) Where specifically designated by the Commandant of the Marine Corps.

(4) Brig unit will be shown as separate unit under Security when Marine Command provides only the Brig Guard Force; when Marine Command is assigned responsibility for operation of Brig, it is shown as a separate unit.

8003 OFFICERS (MOS 9910)

1. Commanding Officers

a. Marine Barracks and Detachments (Naval Air Station)

<u>T/O Strength</u>	<u>Rank</u>
Less than 50	Captain
50 - 75	Major
Over 75	Lieutenant Colonel

b. Other Marine Barracks and Detachments

<u>T/O Strength</u>	<u>Rank</u>
Less than 50	Captain
50 - 150	Major
151 - 250	Lieutenant Colonel
Over 250	Colonel (MOS 9906 or 9907)

c. District Marine Officers - Colonel (MOS 9906)

2. Executive Officers

a. One rank lower than Commanding Officer.

3. Guard Officers

a Main Guard (billeted at Barracks Headquarters)

<u>Total Number of Guard Personnel</u>	<u>CAPT</u>	<u>LT/WO</u>
Less than 35	NONE	
35 - 74		1
75 - 110	1	1
111 - 150	1	2
151 - 195	1	3
196 - 240	1	4
241 - 285	2	4*

\* One Lt/WO for each 45 additional men.



b. Separated Detachments

(1) Those activities having guard personnel that are permanently billeted, or located, a distance of 10 or more road miles, and off post, from the parent activity will add "Detached" to the designation and apply separately the criterion above.

(2) Those activities having guard personnel that are permanently billeted, or located, a distance of less than 10 miles from the parent activity will consider these personnel as part of the main guard or as a separate guard when approved by the Commandant of the Marine Corps.

8004 SERGEANT MAJOR/FIRST SERGEANT

1. Sergeant Major

- a. One Sergeant Major, MOS 9999, authorized when Enlisted T/O strength is 150 or more.

2. First Sergeant

- a. One First Sergeant, MOS 0398, authorized when Enlisted T/O strength is less than 150.

8005 GUARD PERSONNEL

1. Guards (MOS 8151)

Number Hours Manned  
Per Guard Post Per Week\*

Number of  
Privates Per Post

Less than 14	0
14 - 41	1
42 - 69	2
70 - 97	3
98 - 125	4
126 - 153	5
154 - 168	6

\* For posts manned on an "as required" basis Number Hours Manned Per Guard Post Per Week will be determined by taking a weekly average of hours manned over the preceding three months period.

2. Six Lance Corporals, MOS 8151, Guard Supervisor, per guard.
3. Three Corporals, MOS 8151, Guard NCO, per guard.

#### 4. Guard Chief/Training NCO and Guard NCO (MOS 8151)

<u>Guard Section Strength</u>	<u>Guard Chief/Training NCO</u>			<u>Guard NCO</u>
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>SGT</u>
Less than 25			1	
25 - 50		1		
51 - 75		1		1
76 - 100	1			1
101 - 150	1			2
Over 150	1			3

#### 8006 SUPERNUMERARIES AND FIELD MUSICS

1. Private supernumeraries to equal 10% (for overseas units, 11%) of enlisted T/O strength in units of 100 or less. No "non-effective" billets to be provided. For units of more than 100, guard supernumeraries to be 10% (or 11%) of guard section strength to include brig sections. Two field music buglers (MOS 5591, LCpl/Pvt ) will be provided for barracks of 100 or more and will be counted in the number of supernumeraries. Where such field musics are provided, the allowance of supernumeraries, as computed by the above formula, will be reduced correspondingly.

2. Where CMC has management control and maintenance billets are designated, the above allowance will be reduced by the number of designated maintenance billets (see paragraph 8013).

#### 8007 BRIG PERSONNEL

1. See Brig Criterion.

#### 8008 MILITARY POLICE

1. Marine Corps participation in Armed Services police forces is commensurate with the relative size and number of installations and Marines stationed or traveling in the vicinity in relation to other participating services. Assignment of these personnel is the responsibility of the local command and should be separately justified.

#### 8009 ADMINISTRATIVE AND CLERICAL PERSONNEL

1. The following criterion for administrative and clerical billets includes only those that involve the overall command and personnel administration of the security organization and not those that exist for the administrative support of a particular section only such as the Supply Section, Special Services Section or Maintenance Section.

2. A basic criterion for assignment of administrative and clerical billets for security organizations is shown below. The criterion established is designed to

handle routine administrative load. It should be augmented as indicated in subsequent paragraphs and succeeding tables to accomplish added work load encountered under specific situations.

Authorized Strength	MOS 0130	MOS 0141					
	LT/WO	GSGT	SSGT	SGT	CPL	LCPL	PVT
Less than 35			1				
35 - 100			1			1	
101 - 150			1		1		1
151 - 200			1		1	1	1
201 - 300	1		1		1	2	1
301 - 400	1		1		1	3	1
401 - 500	1	1			3	3	1
501 - 600	1	1		1	2	3	2*

\* One additional Pvt authorized for each increment of 60 men over 600.

3. Supplemental Allowances for Situational Requirements

a. One Cpl, MOS 0131, Stenographer, will be authorized for units with T/O strength of 100 or more having special court-martial convening authority except where a Legal Section has been authorized by the Commandant of the Marine Corps.

b. A Legal Section will be added for units designated by the Commandant of the Marine Corps, the Section to consist of 1 Lt, MOS 9910; 1 SSgt, MOS 0121; 1 Cpl, MOS 0131 (or MOS 0121 if transcribing-recording equipment has been issued to the organization).

c. When a branch of a designated United States Post Office, established by authority of the Post Office Department, is operated by a command the following personnel are authorized:

T/O Strength	MOS 0161		
	SGT	LCPL	PVT
Less than 500	1	1	
500 or more	1	1	1

d. Geographically Displaced Units - Organizations having a continuous requirement for a separate guard or other sub-unit, displaced geographically, will be allowed additional administrative personnel for the sub-unit as follows:

<u>Size of Dis- placed Unit</u>	MOS 0141		
	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 35		NONE	
35 - 100		1	
101 - 200	1		1

e. Non - chargeables - Organization responsible for processing non - chargeable personnel (personnel who join the command or unit but who are not involved in performing the mission of that organization, such as students, prisoners, personnel carried for administrative purposes while hospitalized, awaiting further transfer, or awaiting separation) will be augmented as shown below. Statistics will be developed by continual manual check of unit diaries or reports from units concerning monthly average of non-chargeables processed.

(1) Officers

<u>Average Monthly Number of Non-Chargeables Administered</u>	MOS 9910			
	<u>MAJ</u>	<u>CAPT</u>	<u>LT</u>	<u>WO</u>
Less than 150		NONE		
150 - 500				1
501 - 1500			1	1
1501 - 2500		1	1	1
Over 2500	1		2	1

(2) Enlisted

<u>Average Monthly Num- ber of Non-Chargeables Administered</u>	MOS 0141						MOS 0151		MOS 0161	<u>TOTAL</u>
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>CPL</u>	<u>LCPL</u>	<u>LCPL</u>	
Less than 20										0
20 - 50					1					1*
200		1		1	1	1				4*
500	1		1	2	2	2	1		1	10*
1000	1	1	2	4	6	4	1		1	20*
1750	1	2	4	7	10	8	1	1	1	35*
2750	2	3	6	12	15	12	2	1	2	55*
4000	3	5	8	17	21	19	2	2	3	80*

\* One additional MOS 0141 authorized for each 50 increase above number shown. Rank will be distributed to meet the next shown gradation generally filling in the lower ranks first.

f. Investigators - Investigators, MOS 0111, will be assigned to security force activities requiring such personnel when justified to and approved by the Commandant of the Marine Corps.

#### 8010 EXCHANGE PERSONNEL

1. When an approved exchange is operated by the command, the following personnel are authorized:

T/O Strength	MOS 9910	MOS 4131				
	LT/WO	SSGT	SGT	CPL	LCPL	PVT
Less than 80				1	1*	
80 - 180			1	1	1*	
181 - 300		1		1	1	1*
301 - 450	1	1		1	1	2*
451 - 600	1	1	1	1	1	2*

\* Additional duty for authorized projectionist if provided.

NOTE: 1. One additional LCpl, MOS 4131, will be authorized for each branch in addition to the central post exchange.

2. Barber billets will not be established in Non-FMF activities unless inaccessability of civilian barber facilities or inability to procure civilian barbers can be justified to the Commandant of the Marine Corps. Barber billets justified in accordance with the above will be authorized one MOS 8941 per 160 men.

#### 8011 SUPPLY PERSONNEL

##### 1. Unit Supply Officers (MOS 3010)

Captain - When Marine Barracks is commanded by a Colonel.

Lieutenant - When Marine Barracks is commanded by a Lieutenant Colonel.\*

\* Assigned only when the Commandant of the Marine Corps has management control.



## 2. Supply Personnel

a. When command is subsisted in Marine Corps Mess:

T/O Strength	Supply Admini- strative Chief MOS 3049		Supply Admini- strative Clerk MOS 3041			Commissary Supply Clerk MOS 3061	Unit Stockman MOS 3011	
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>LCPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 50		1				1		
50 - 100		1		1		1		
101 - 200		1		1		1	1	
201 - 300	1		1		1	1	1	
301 - 400	1		1		1	1	1	1
401 - 500	1		1	1	1	1	1	1
501 - 600	1		1	2	1	1	1	1

b. When command is subsisted in Navy Mess:

T/O Strength	Supply Admini- strative Chief MOS 3049		Supply Admini- strative Clerk MOS 3041			Unit Stockman MOS 3011	
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 50			1				
50 - 100			1	1			
101 - 200		1		1		1	
201 - 300	1		1		1	1	
301 - 400	1		1		1	1	1
401 - 500	1		1	1	1	1	1
501 - 600	1		1	2	1	1	1

## 3. Additional Personnel

a. Where the Commandant of the Marine Corps determines that there is unusual clothing issue activity, the following additional personnel may be authorized:

1	Cpl	MOS 3011	Unit stockman
1	LCpl	MOS 3041	Supply Administrative Clerk

b. Where the Commandant of the Marine Corps determines that there is unusual activity in Shipping and Receiving of Household Effects or Government Property, the following additional personnel may be authorized:

1	Sgt	MOS 3121	Freight Transportation Clerk
1	LCpl	MOS 3051	Warehouseman

c. Where the alternative use of civilians is indicated they will be required in the same numbers as military unless otherwise specified. Civilians with equivalent job titles may be substituted for military personnel as follows:

GSGT	-	GS-7
SSGT	-	GS-6
SGT	-	GS-5
CPL	-	GS-4
LCPL	-	GS-3
PVT	-	GS-2

## 8012 DISBURSING PERSONNEL

1. See Disbursing Criterion.

## 8013 MAINTENANCE PERSONNEL

1. Maintenance personnel are to be assigned only when CMC has management control.

	Utilities Chief	Eleo- trician	Plumber	Refriger- ation Mech	Carpenter
	MOS 1169	MOS 1141	MOS 1121	MOS 1161	MOS 1371
<u>Work Units*</u>	<u>GSGT SSGT</u>	<u>CPL LCPL</u>	<u>CPL LCPL</u>	<u>CPL LCPL</u>	<u>CPL LCPL</u>
Less than 56	1	1**	1**	1**	1**
56 - 110	1	1**	1**	1**	1
111 - 165	1	1**	1	1**	1
166 - 220	1	1	1	1**	1
221 - 275	1	1	1	1**	1
276 - 330	1	1	1	1**	1
331 - 385	1	1	1	1**	1
386 - 440	1	1	1	1**	1
441 - 495	1	1	1	1	1
496 - 550	1	1	1	1	1
551 - 605	1	1	1	1	1
606 - 660	1	1	1	1	1

\* Work units are determined by the amount of square feet of building and housing facilities which must be maintained. These work units are set forth in the Maintenance Quarterly Cost and Manhour Report NAVMC 10050-SD for Marine Corps Managed Stations. For the purpose of personnel requirements the work units for public quarters are multiplied by four; other work units are applied as given.

\*\* To perform additional duty in security function of Marine Barracks. Supernumerary billets only will be decreased accordingly.

NOTES: 1. These allowances should be decreased proportionately where masonry or metal building construction predominates.



2. These allowances should be increased proportionately where indigenous labor is used.
3. Where adequate justification is furnished additional personnel of different MOS's may be assigned.
4. Civilians with equivalent job titles may be substituted for Military as follows: Group III for Cpl and Group II for LCpl.

#### 8014 MESS PERSONNEL

##### 1. Cooks, Bakers, and Meat Cutters - Marine Corps or Navy Mess

Average Number Marine Rations Served Daily	Title	MOS	GSGT	SSGT	SGT	CPL	LCPL	PVT	Total	
									MarCor Mess	Navy Mess
Less than 75	Cook	3371			1*	1*	1		3	1
75 - 145	Cook	3371			1*	1*	2	1	5	3
146 - 215	Cook	3371		1*		1	2	1	5	4
	Baker	3311					1*		1	
216 - 285	Cook	3371		1	1	1	2	1	6	6
	Baker	3311				1*			1	
286 - 355	Cook	3371		1	1	2	2	1	7	7
	Baker	3311				1*			1	
	Meat Cutter	3361				1*			1	
356 - 425	Cook	3371	1		1	2	3	1	8	8
	Baker	3311				1*	1*		2	
	Meat Cutter	3361				1*			1	
426 - 500	Cook	3371	1		2	2	3	1	9	9
	Baker	3311				1*	1*		2	
	Meat Cutter	3361				1*			1	

\* Marine Corps Mess only.

##### 2. Messmen

###### a. Marine Corps Mess

(1) Family Style Mess - 1 Pvt per 20 Marine enlisted personnel subsisted.

(2) Cafeteria Style Mess - 1 Pvt per 30 Marine enlisted personnel subsisted.

b. Navy Mess

1 Pvt per 30 Marine enlisted personnel subsisted.

8015 LAUNDRY PERSONNEL

1. Military Personnel

a. For security forces operating approved laundries military personnel will not exceed the following except for "on-the-job" training authorized by the Commandant of the Marine Corps.

Monthly Average of <u>Total Poundage Processed</u>	Laundry Officer MOS 3202 <u>WO</u>	Laundry Chief MOS 3261 <u>GSGT</u> <u>SSGT</u>
Less than 300,000	1	1
300,000 or more	1	1

2. Civilian Personnel

a. For civilian staffing see Laundry Criterion.

8016 CHAUFFEUR-ORDERLY (per OPNAVINSTN 5510.45)

1. LCpls, MOS 3531, designated as "Chauffer/Orderly"

- a. 2 each - Commandants of Naval Districts and River Commands  
Commanders of Sea Frontiers  
Overseas Area Commanders  
Chief, Naval Air Training  
(Even if any of the above flags are combined, no more than 2 billets are authorized)
- b. 1 each - President of the Naval War College  
Flag rank commanders of shore activities who exercise immediate military command over Marine security forces

8017 INFANTRY WEAPONS ARMORER, POLICE NCO, 35MM PROJECTIONIST, ATHLETIC AND RECREATION ASSISTANT, AND DRIVERS

Authorized Strength	Infantry Weapons Armorer			Police NCO		35MM Projectionist	Athletic and Recreation Assistant	Driver
	SGT	CPL	LCPL	CPL		MOS 8311	MOS 8921	MOS 3531
Less than 50	Note 4		1*			Note 1	Note 2	Note 3
50 - 100			1		1			
Over 100		1			1			

\* Additional duty as Police NCO.

- NOTE: 1. One authorized if the unit operates its own movie (see criterion for Exchange Personnel, paragraph 8010.)
2. No separate billet provided, except at isolated units where recreation facilities are not available locally or through the Navy. May be assigned as additional duty to 35mm projectionist or Police NCO.
3. One Pvt where CMC does not have management control.  
One LCpl and one Pvt where CMC has management control.  
These allowances may be increased where separate security detachments must be supplied from main barracks. Automotive maintenance personnel will not be provided.
4. One additional Sgt authorized for units authorized field maintenance of small arms at organic rifle ranges.

CHAPTER 9

FIRE FIGHTING CRITERION

9000      DEFINITIONS

9001      BASIC CRITERION



## CHAPTER 9

### FIRE FIGHTING CRITERION

FUNCTION - Fire Protection

TYPE UNIT - All Non-FMF activities having Structural Fire Departments

#### 9000 DEFINITIONS

1. Engine Company. The personnel complement provided for each standard pumper needed to handle the estimated required fire flow.
2. Class A Fire Protection. Fire protective forces available within certain prescribed distances (see Marine Corps Order 11320.16 of 22 Jul 1957), comprised of full time trained fire fighters, manning sufficient equipment, which under ordinary conditions could be expected to effect rescues, confine and extinguish an advanced fire involving a single building on the station and protect surrounding structures.
3. Class C Fire Protection. A fire protective force available in such length of time as it takes to assemble at the fire house, comprised of one or two full time trained fire fighters and a volunteer brigade of periodically drilled men operating half the equipment required for Class A protection, which under ordinary conditions could be expected to isolate or confine an advanced fire.
4. Estimated Fire Flow. The number of gallons flow required to supply the number of 2½" hose lines (250 g.p.m.each) estimated as necessary to confine and extinguish an advanced fire involving the largest building in a group or area which, after giving consideration to structural conditions, contents, occupancy, sprinkler protection, automatic alarm systems, exposures, etc., is regarded as most likely to become so involved. The estimated flow is generally determined by Navy fire protection engineers and is in accordance with NavDocks TP-PU-4 "Fire Prevention and Fire Protection" of 15 Aug 1954, Section 402.01, p. 4-3.

#### 9001 BASIC CRITERION

1. The following personnel requirements are based on the employment of civilians and the operation of a two platoon system.

##### a. Class A Fire Protection

<u>Number of Pumpers</u>	<u>Estimated Fire Flow</u>	<u>Fire Chief</u>	<u>Asst Fire Chief</u>	<u>Super-visor</u>	<u>Driver Operator</u>	<u>Fire Fighter</u>
1	1000 - 2000 gpm	1		2	2	8
2	2000 - 3500 gpm	1	2	4	4	16
3	3500 - 4500 gpm	1	2	6	6	24
4*	4500 - 5500 gpm	1	2	8	8	32

\* For each additional pumper, add 2 supervisors, 2 driver operators, and 8 fire fighters



(1) Additional Personnel

(a) For those companies serving closely built high value industrial districts and areas containing large buildings, the construction and occupancy of which constitutes a high life hazard, the above requirements for each unit will be increased by two fire fighters.

(b) Activities having three or more fire stations shall have three fire alarm operators in addition to the above personnel.

(c) Where military personnel are used exclusively as full time structural fire fighters, the above allowances for each company will be increased by three fire fighters. The rank structure will be as follows:

<u>MOS 8811</u>	<u>MOS 3531</u>
GSgt - 1%	CPL - 15%
SSgt - 3%	LCPL - 35%
SGT - 10%	PVT - 50%
CPL - 15%	
LCPL - 21%	
PVT - 50%	

b. Class C Fire Protection

The number of units and total pumping capacity shall be equal to one-half that required for Class A protection above. The personnel complement shall consist of one fire fighter supervisor on duty at all times with sufficient other men on a volunteer brigade basis, to man the required equipment, available on call and for regular weekly drill periods.

c. Fire Prevention personnel at activities where no fire department is maintained and dependence is placed upon the municipal fire departments.

(1) For large activities having in excess of 20 buildings or 1,000,000 sq.ft. of floor area and built-in fire extinguishing and/or alarm equipment requiring testing but where maintenance is done by others: Two fire prevention inspectors, one GS-6, and one GS-5.

(2) For large activities as described above under (1) but where recharging of fire extinguishers and maintenance work on fire appliances is a responsibility of the fire prevention personnel: Two fire prevention inspectors, one GS-6, one GS-5 and two fire fighter inspectors, GS-3.

(3) For small activities (i.e., MB's or MCRTC), assignment of the duty of fire prevention inspection will be made to a Noncommissioned officer as collateral duty. Such duty will require relatively elementary fire prevention knowledge, such as proper care of fire appliances, posting fire bills, "Exit" and "No Smoking" signs and some knowledge of common fire hazards, such as handling and care of flammable liquids, oily waste and rags, etc. This duty should normally not require more than eight hours per month.



CHAPTER 10

BAND CRITERION

10000	DEFINITIONS
10001	APPLICATION OF UNITS
10002	BASIC BAND UNIT OF 36 PERSONS
10003	BASIC BAND UNIT OF 48 PERSONS
10004	DIVISION BAND OF 73 PERSONS
10005	BASIC DRUM AND BUGLE CORPS UNIT OF 25 PERSONS
10006	FIELD MUSICS



## CHAPTER 10

### BAND CRITERION

FUNCTION - Bands and Drum and Bugle Corps  
 TYPE UNIT - Marine Corps Bands and Drum and Bugle Corps except U.S. Marine Band, Washington, D. C.

#### 10000 DEFINITIONS

- A. Basic Band Unit of 36 persons
- B. Basic Band Unit of 48 persons
- C. Division Band of 73 persons
- D. Basic Drum and Bugle Corps, Unit of 25 persons

#### 10001 APPLICATION OF UNITS\*

<u>COMMAND LEVEL</u>	<u>2-5000</u>	<u>5-10000</u>	<u>10-15000</u>	<u>15-25000</u>
Colonel	NONE	D	A	A&D
BrigGeneral	D	A	A&DorB	B&DorB
MajGeneral	A	B	B&D	C
LtGeneral	A	B	B&D	C

\* Factors which may be a cause for deviation from the above assignment of units are actual work load (concerts, field formations, publicity functions, dance band work, training assistance) recruiting potential, location of command, and Marine Corps personnel serviced not within the local command.

#### 10002 BASIC BAND UNIT OF 36 PERSONS

##### 1. Composition

- One Warrant Officer, MOS 5502, to lead and/or supervise the leading of a basic band unit of 36 persons. Also, to train and instruct the staff noncommissioned officers and to train and/or instruct the entire band.
- Two GSGT, MOS 5519 and 5511 thru 5565, Bandsman.  
 One MOS 5519 to assist in the supervision and leading of the band, and play a musical instrument when not engaged in these duties.  
 One MOS 5511 thru 5565 to function as the Technical Training NCO, and play a musical instrument in the band.

- Two SSGT, MOS 5511 thru 5565, Bandsman.  
One to function as the assistant technical training NCO and play a musical instrument in the band. This man to play a reed instrument if the GSGT training NCO plays a brass instrument, or the reverse.  
One to function as a Drum Major who trains and maneuvers the band in all field formations. In addition, functions as Police NCO and plays a musical instrument in the band when not engaged in field formations.
- Four SGT, MOS 5511 thru 5565, Bandsman.  
One to function as librarian and play a musical instrument in the band.  
One to function as store-room keeper and play a musical instrument in the band.  
Two to function as section leaders (reed and brass) in the band.
- Ten SGT, MOS 5511 thru 5565, Bandsman.  
Seven to function as section leaders (clarinet, trumpet, trombone, saxophone, percussion, French horn, and tuba) in the band.  
One to play a musical instrument in the band and do additional duty as a clerk-typist.  
One to play a musical instrument in the band and do additional duty as an Instrument Repairman.  
One MOS 5536 to play flute in the band.
- Ten LCPL, MOS 5511 thru 5565, Bandsman.  
Ten to play musical instruments in the band.
- Seven PVT, MOS 5511 thru 5565, Bandsman.  
Seven to play musical instruments in the band.

## 2. Instrumentation

- 1 Flute and Piccolo, MOS 5536
- 8 Clarinet, MOS 5534
- 2 Saxophone, Eb Alto, MOS 5537
- 1 Saxophone, Bb. Tenor, MOS 5537
- 1 Saxophone, Eb Baritone, MOS 5537
- 6 Trumpet, MOS 5541
- 3 French Horn, MOS 5544
- 4 Trombone, MOS 5546
- 1 Euphonium, MOS 5543
- 2 Tuba and String Bass, MOS 5547
- 2 Drum, Snare, MOS 5563
- 1 Drum, Bass, MOS 5561
- 1 Piano, MOS 5565 (plays cymbals, glockenspiel, or other instrument in the band)
- 1 Bandsman, MOS 5511, Drum Major (not to be confused with Field Music Drum Major MOS 5597) performs additional duty as an instrumentalist in the band.
- 1 Assistant Band Leader, MOS 5519 (plays any band instrument)
- 1 Band Officer, MOS 5502

### 3. Capabilities

#### a. Musical Duties

(1) Field formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies) 25 to 37 engagements per month, 15 to 60 minutes per engagement.

(2) Dance band work, 10 to 15 engagements per month, 1 to 4 hours per engagement.

(3) Concerts (formal and informal) 4 to 7 engagements per month, 1 to 2 hours per engagement (not counting preparation).

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 3 to 5 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above listed work) 20 to 25 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

#### b. Military Duties

(1) Assist in local security.

(2) Function as perimeter guard and/or command post security.

(3) Assist in ship loading/unloading.

(4) Such other duties as the exigencies of the situation demand.

10003 BASIC BAND UNIT OF 48 PERSONS

#### 1. Composition

One Warrant Officer, MOS 5502, to lead and/or supervise the leading of a band unit of 48 persons. Also, to train and instruct the staff non-commissioned officers and to train and/or instruct the entire band.

Two GSGT, MOS 5519 and 5511 thru 5565, Bandsman.

One MOS 5519 to assist in the supervision and leading of the band, and plays a musical instrument when not engaged in these duties.

One MOS 5511 thru 5565 to function as the Technical Training NCO, and plays a musical instrument in the band.

- Three SSGT, MOS 5511 thru 5565 and 5581, Bandsman and Instrument Repairman.  
One to function as the assistant technical training NCO and plays a musical instrument in the band. This man to play a reed instrument if the GSGT, training NCO, plays a brass instrument, or the reverse.  
One to function as a Drum Major who trains and maneuvers the band in all field formations. In addition, functions as Police NCO, and plays a musical instrument in the band when not engaged in field formations.  
One MOS 5581, Instrument Repairman, to repair musical instruments and band equipment.
- Seven SGT, MOS 5511 thru 5565, Bandsman.  
To function as section leaders (clarinet, trumpet, French horn, trombone, saxophone, tuba, and percussion) in the band.
- Thirteen CPL, MOS 5511 thru 5565, Bandsman.  
Nine to play musical instruments in the band.  
One to function as an arranger and plays a musical instrument in the band.  
One to function as storeroom keeper and plays a musical instrument in the band.  
One to play a musical instrument in the band and do additional duty as clerk-typist.  
One to function as librarian and plays a musical instrument in the band.
- Fourteen CPL, MOS 5511 thru 5565, Bandsman.  
Fourteen to play musical instruments in the band.
- Eight PVT, MOS 5511 thru 5565, Bandsman.  
Eight to play musical instruments in the band.

## 2. Instrumentation

- 1 Flute and Piccolo, MOS 5536
- 10 Clarinet, MOS 5534
- 2 Saxophone, Eb, Alto, MOS 5537
- 1 Saxophone, Bb, Tenor, MOS 5537
- 1 Saxophone, Eb, Baritone, MOS 5537
- 8 Trumpet, MOS 5541
- 4 French Horn, MOS 5544
- 5 Trombone, MOS 5546
- 2 Euphonium, MOS 5543
- 3 Tuba and String Bass, MOS 5547
- 4 Drum, Snare, MOS 5563
- 1 Drum, Bass, MOS 5561
- 1 Piano, MOS 5565 (plays cymbals, glockenspiel or other musical instrument in the band)



- 1 Arranger, MOS 5511 (may perform as an instrumentalist in the band)
- 1 Instrument Repairman, MOS 5581
- 1 Bandsman, Drum Major, MOS 5511 (performs additional duty as an instrumentalist in the band)
- 1 Assistant Band Leader, MOS 5519 (plays any band instrument)
- 1 Band Officer, MOS 5502

### 3. Capabilities

#### a. Musical duties

(1) Field formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies) 35 to 45 engagements per month, 15 to 60 minutes per engagement.

(2) Dance Band work, 13 to 25 engagements per month, 1 to 4 hours per engagement.

(3) Concerts (formal and informal) 4 to 9 engagements per month, 1 to 2 hours per engagement (not counting preparation).

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 10 to 15 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above work) 24 to 30 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

#### b. Military Duties

(1) Assist in local security.

(2) Function as perimeter guard and/or command post security in FMP units.

(3) Assist in ship loading/unloading

(4) Such other duties as the exigencies of the situation demand.

10004 DIVISION BAND OF 73 PERSONS

1. Composition: Two 36-piece band units with exceptions noted.

Exceptions: Less one Warrant Officer, MOS 5502  
 Plus one SSGT, MOS 5581, Instrument Repairman, to repair musical instruments and band equipment.  
 Plus one CPL, MOS 5511, Arranger, to arrange music and play a musical instrument in the band.



One           Warrant Officer, MOS 5502, to lead and/or supervise the leading of a band unit of 73 persons. Also, to train and instruct the staff non-commissioned officers and to train and/or instruct the entire band.

Four           GSGT, MOS 5519 and 5511 thru 5565, Bandsman.  
Two MOS 5519, to assist in the supervision and leading of the band, and play musical instruments when not engaged in these duties.  
Two MOS 5511 thru 5565 to function as the Technical Training NCO's, and play musical instruments in the band.

Five           SSGT, MOS 5511 thru 5565 and 5581, Bandsman and Instrument Repairman.  
Two SSGT, MOS 5511 thru 5565, to function as the assistant technical Training NCO's and play musical instruments in the band. These men to play reed instruments if the GSGTs, training NCO's, play brass instruments, or the reverse.  
Two to function as Drum Majors, who train and maneuver the band in all field formations. In addition, function as Police NCO's, and play musical instruments in the band when not engaged in field formations.  
One MOS 5581, Instrument Repairman, to repair musical instruments and band equipment.

Eight           SGT MOS 5511 thru 5565, Bandsman  
Two to function as librarians and play musical instruments in the band.  
Two to function as storeroom keepers and play musical instruments in the band.  
Four to function as section leaders (brass, reed) in the band.

Twenty-one    CPL, MOS 5511 thru 5565, Bandsman.  
Fourteen to function as section leaders (clarinet, trumpet, trombone, saxophone, French horn, percussion, and tuba) in the band.  
Two, MOS 5536, to play flutes in the band.  
Two to play musical instruments in the band and do additional duty as clerk typist.  
Two to play musical instruments in the band.  
One, MOS 5511, arranger, to arrange musical selections and play a musical instrument in the band.

Twenty           LCPL, MOS 5511 thru 5565, Bandsman  
Twenty to play musical instruments in the band.

Fourteen       PVT, MOS 5511 thru 5565, Bandsman.  
Fourteen to play musical instruments in the band.

## 2. Instrumentation (Two 36-piece band units)

- 2 Flute and Piccolo, MOS 5536
- 16 Clarinet, MOS 5534
- 4 Saxophone, Alto, Eb, MOS 5537
- 2 Saxophone, Tenor, Bb, MOS 5537
- 2 Saxophone, Baritone, Eb, MOS 5537
- 12 Trumpet, MOS 5541
- 6 French Horn, MOS 5544
- 8 Trombone, MOS 5546
- 2 Euphonium, MOS 5543
- 4 Tuba and String Bass, MOS 5547
- 4 Drum, Snare, MOS 5563
- 2 Drum, Bass, MOS 5561
- 2 Piano, MOS 5565 (plays cymbals, glockenspiel or other musical instruments in the band)
- 2 Bandsman, Drum Major, MOS 5511 (performs additional duty as instrumentalists in the band) (Not to be confused with Field Music Drum Major, MOS 5597)
- 2 Assistant Band Leader, MOS 5519
- 1 Instrument Repairman, MOS 5581
- 1 Arranger, MOS 5511 (arranges music and may perform as an instrumentalists in the band)
- 1 Band Officer, MOS 5502

## 3. Capabilities

### a. Musical duties

(1) Field formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies) 35 to 45 engagements per month, 15 to 60 minutes per engagement.

(2) Dance Band work, 20 to 35 engagements per month, 1 to 4 hours per engagement.

(3) Concerts (formal and informal) 8 to 12 engagements per month, 1 to 2 hours per engagement (not counting preparations).

(4) Publicity functions (radio, television, stage shows, recruiting, off-base appearances) 3 to 5 engagements per month, 1 to 3 hours per engagement.

(5) Rehearsal (preparation for the above work) 20 to 25 rehearsals per month, 1 to 2 hours per rehearsal.

(6) Re-training (individual practice, theoretical study, general technical instruction) 20 to 25 periods per month, 1 to 2 hours each period.

b. Military duties

- (1) Assist in local security.
- (2) Function as perimeter guard and/or command post security.
- (3) Assist in ship loading/unloading.
- (4) Such other duties as the exigencies of the situation demand.

10005 BASIC DRUM AND BUGLE CORPS UNITS OF 25 PERSONS

1. Composition

- One GSGT, MOS 5597, Field Music Drum Major to lead and train a Drum and Bugle Corps of 25 persons.
- Two SSGT, MOS 5591/97 and 5593/97, Field Musics.  
One, MOS 5591/97 to function as Buglemaster, to lead the unit when necessary, to act as senior wind instrument instructor and plays a bugle in the unit.  
One, MOS 5593/97 to function as Drum-master, to lead the unit when necessary, to act as senior percussion instructor and plays a percussion instrument in the unit.
- Three SGT, MOS 5591 and 5593, Field Musics.  
One, MOS 5591 to act as bugle section leader, police NCO, and plays a bugle in the unit.  
One, MOS 5591 to act as librarian storeroom keeper and plays a bugle in the unit.  
One, MOS 5593 to act as drum section leader, arranger, and plays a drum in the unit.
- Four CPL, MOS 5591 and 5593, Field Musics.  
One, MOS 5591 to act as soprano bugle section leader.  
One, MOS 5591 to play a bugle in the unit and do additional duties as clerk-typist.  
One, MOS 5593 to play a Scotch drum.  
ONE, MOS 5593 to play cymbals.
- Six LCPL, MOS 5591 and 5593, Field Musics.  
Four, MOS 5591 to play bugles in the unit.  
Two, MOS 5593 to play percussion in the unit.
- Nine PVT, MOS 5591 and 5593, Field Musics.  
Seven, MOS 5591 to play bugles in the unit.  
Two, MOS 5593 to play percussion instruments in the unit.

## 2. Instrumentation

- 6 Bugles, 1st Soprano, MOS 5591
- 4 Bugles, 2d Soprano, MOS 5591
- 2 Bugles, French Horn, MOS 5591
- 2 Bugles, Baritone, MOS 5591
- 2 Bugles, Bass-Baritone, MOS 5591
- 3 Drums, Snare, MOS 5593
- 2 Drums, Tenor, MOS 5593
- 2 Drums, Scotch, MOS 5593
- 1 Cymbals, MOS 5593
- 1 Drum Major, MOS 5597

## 3. Capabilities

### a. Musical Duties

(1) Field Formations (colors, guard mounts, honor guards, parades, reviews, and various other ceremonies).

(2) Training Participation.

(3) Publicity functions (radio, television, stage shows, off-base appearances).

(4) With, or in lieu of, a band for all of the above.

### b. Military Duties

(1) Buglers to sound regulation calls and commands for garrison or FMF duty.

(2) Drummers to serve as messengers for the guard or for FMF units.

(3) Assist in local security.

(4) Function as perimeter and/or Command Post Guard.

(5) Assist in ship loading/unloading.

(6) Such other duties as the exigencies of the situation demand.

# 10006 FIELD MUSIC

## 1. Security Forces not authorized a band or full time Drum and Bugle Corps:

	Instructor		Bugler	
	Bugler or Drummer		MOS 5591	
	SGT	CPL	LCPL	PVT
No Collateral Drum and Bugle Corps				
Barracks of less than 100		NONE		
Barracks of 100 or more			1	1
Collateral Drum and Bugle Corps, but located near units with T/O musical organizations			1	1
Collateral Drum and Bugle Corps, and not in close proximity to units with T/O musical organi- zations				
7 Man Drum and Bugle Corps		1		1
13, 17 or 25 Man Drum and Bugle Corps	1			1
(To be counted as supernumeraries in the computation of total supernumerary requirements)				

## 2. Ground FMF

	MOS 5597	Bugler				Drummer		
		MOS 5591				MOS 5593		
	SGST	SGT	CPL	LCPL	PVT	SSGT	CPL	PVT
Company HQ						NONE		
Battalion HQ (Inf)				1	1			1
Battalion HQ (All other)				1	1			
Regimental HQ (Inf)		1			1		1	
Regimental HQ (Arty & Service)			1		1			
Division HQ	1			1	1	1		

## 3. Aviation FMF

Marine Aircraft Groups and Marine Wing Service Groups intended for separate deployment:

1	Bugler	CPL	MOS 5591
1	Drummer	LCPL	MOS 5593
1	Bugler	PVT	MOS 5591



4. Other Non-FMF permanent stations not authorized a band or full time Drum and Bugle Corps:

	Instructor		Drummer	Bugler
	Bugler or Drummer		Drummer	Bugler
	MOS 5591 or 5593		MOS 5593	MOS 5591
	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
No Collateral Drum and Bugle Corps or Band				
0 - 325 Authorized Strength			NONE	
Over 325 Authorized Strength			1	2
Collateral Drum and Bugle Corps, but located near units with T/O musical organizations			1	2
Collateral Drum and Bugle Corps, and not in close proximity to units with T/O musical organizations				
7 Man Drum and Bugle Corps		1	1	1
13, 17 or 25 Man Drum and Bugle Corps	1		1	1





## CHAPTER 11

### ARMORER CRITERION

11000	DEFINITION
11001	BASIC CRITERION
11002	RANK AND MOS BREAKDOWN
11003	RANGE ARMORERS



## CHAPTER 11

### ARMORER CRITERION

FUNCTION - Organizational (2d echelon) Infantry weapons maintenance

TYPE UNIT - All activities (FMF and Non-FMF) except Security Forces

#### 11000 DEFINITION

1. Work Unit. A work unit is defined as any one of the following:

a. One rifle (any model), pistol (any model), Browning Automatic rifle, or Flame Thrower (any model).

b. .5 Machine or sub-machine gun (caliber .30 or .50 any model).

c. Two mortars (any model), rocket launchers, or other type infantry weapons.

#### 11001 BASIC CRITERION

1. One infantry weapons armorer, MOS 2111, per 410 work units. By completing a maximum of 7 work units per day an armorer can accomplish organizational (2d echelon) maintenance of 410 work units in a quarter. This assumes a 10% unavailable factor and a 5-day workweek.

#### 11002 RANK AND MOS BREAKDOWN

<u>Work Units</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 150		NONE	
150 - 410		1	
411 - 820		1	1
821 - 1230	1	1	1
1231 - 1640	1	1	2
1641 - 2050	1	1	3

The above criterion is to be applied at the Battalion Level where the Company-Battalion echeloning exists except as follows:

1. For FMF companies with over 300 work units.

2. For separate companies and detachments or companies and detachments usually on separate duty away from the next higher administrative echelon.

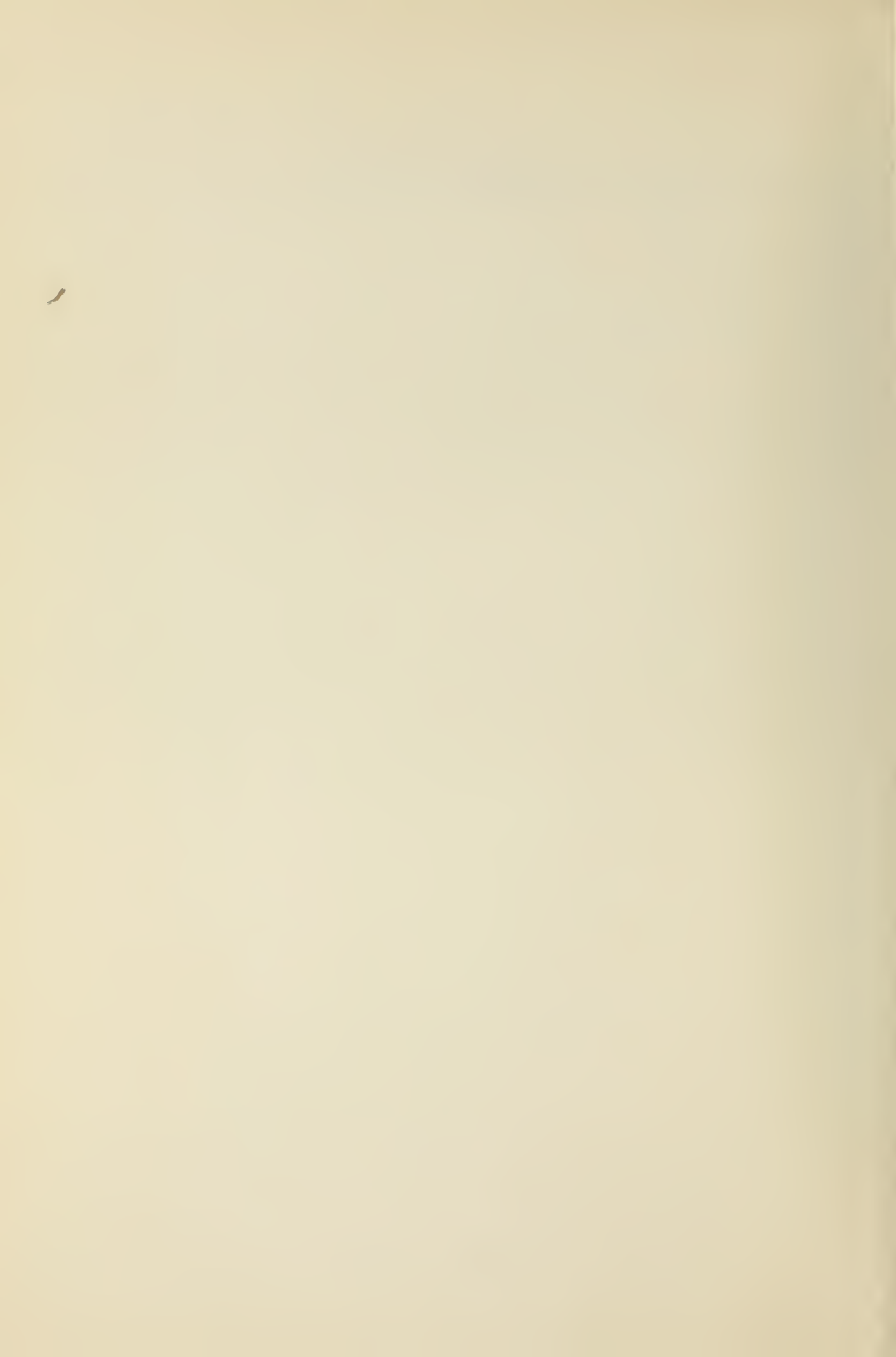
11003 RANGE ARMORERS (NON-FMF)

1. Activities operating small arms ranges may pool armorers from participating units into a range unit. However, this criterion replaces requirements based upon other factors and no additional armorers are authorized for ranges.

CHAPTER 12

DISBURSING CRITERION

12000	INTRODUCTION
12001	DEFINITIONS
12002	BASIC CRITERION



## CHAPTER 12

### DISBURSING CRITERION

FUNCTION - Disbursing Services

TYPE UNIT - All activities

#### 12000 INTRODUCTION

1. This criterion provides for the complete operation of a disbursing office, including the preparation, audit and payment of officer and enlisted pay records, the preparation of documents, the processing of public vouchers, and all related internal accounting and administration.

#### 12001 DEFINITIONS

1. Monthly average number of pay accounts. This is a monthly average over a six months' period of (1) pay records on hand at the end of each month, and (2) the number of pay records transferred during the month. This includes both officer and enlisted accounts and shall be computed separately for active duty pay records, reserve pay records, and recruit pay records.
2. Monthly average number of travel documents. This is a monthly average over a six months' period of (1) the number of travel vouchers prepared for reimbursement for mileage, transportation expenses and dependents' travel; (2) the number of travel advance settlements; and (3) the number of travel advances.
3. Monthly average number of civilians paid. This is a monthly average over a six months' period of civilians paid based on the on-board strength at the end of each month as reported by NAVEXOS-695 (4-54), the Monthly Report of Personnel.
4. Monthly average number of public vouchers. This is a monthly average over a six months' period of public vouchers (non-travel) paid.

#### 12002 BASIC CRITERION

The tables in this criterion provide disbursing personnel as follows:

1. Enlisted Personnel
  - a. Pay records Clerks, MOS 3421
    - Table 12-1 - For active duty pay records
    - Table 12-2 - For organized reserve pay records
    - Table 12-3 - For recruit pay records
  - b. Travel Expense Clerks, MOS 3421
    - Table 12-4 - For travel documents



c. Disbursing Clerks, MOS 3421

Table 12-5 - For payment of civilians

Table 12-6 - For payment of public vouchers

2. Officer Personnel - Table 12-7

3. Civilian Personnel

Within the allowances provided, qualified civilians may be substituted for military personnel at support type activities. Substitution of civilians for military will be on a civilian-military ratio of .8 to 1. Grades of civilians will depend on assignment and job classification.

Table 12-1

Pay Records Clerks

Monthly Average No. of active duty Pay Accounts	MOS 3421						Total
	GSGT	SSGT	SGT	CPL	LCPL	PVT	
100 - 305			1		1		2
306 - 610		1		1	1		3
611 - 915		1	1	1	1		4
916 - 1220		1	1	1	1	1	5
1221 - 1525	1		1	1	1	1	5
1526 - 1830	1		1	1	1	2	6
1831 - 2155	1		1	1	2	2	7
2156 - 2480	1		1	2	2	2	8
2481 - 2805	1		1	2	2	3	9
2806 - 3130	1	1	1	2	2	3	10
3131 - 3455	1	1	1	2	3	3	11
3456 - 3780	1	1	2	2	3	3	12
3781 - 4130	1	1	2	2	3	4	13
4131 - 4480	1	1	2	2	4	4	14
4481 - 4830	1	2	2	2	4	4	15
4831 - 5180	1	2	2	3	4	4	16
5181 - 5530	1	2	3	3	4	4	17
5531 - 5880	1	2	3	3	4	5	18
5881 - 6255	1	2	3	4	4	5	19
6256 - 6630	1	3	3	4	5	5	20
6631 - 7005	1	3	3	4	5	5	21
7006 - 7380	1	3	4	4	5	5	22
7381 - 7755	1	3	4	4	5	6	23
7756 - 8130	1	3	4	5	5	6	24
8131 - 8530	2	3	4	5	5	6	25
8531 - 8930	2	3	4	5	6	6	26

Table 12-1 (cont'd)

Monthly average No of active duty Pay accounts		MOS 3421					TOTAL
		GSGT	SSGT	SGT	CPL	LCPL	PVT
8931 - 9330	2	3	5	5	6	6	27
9331 - 9730	2	3	5	6	6	6	28
9731 - 10130	2	3	5	6	6	7	29
10131 - 10530	2	3	5	6	7	7	30
10531 - 10955	2	4	5	6	7	7	31
10956 - 11380	2	4	6	6	7	7	32
11381 - 11805	2	4	6	6	7	8	33
11806 - 12225	2	4	6	7	7	8	34
12226 - 12650	3	4	6	7	7	8	35
12651 - 13075	3	4	6	7	8	8	36
13076 - 13500	3	4	7	7	8	8	37
13501 - 13925	3	4	7	7	8	9	38
13926 - 14350	3	4	7	8	8	9	39
14351 - 14775	3	5	7	8	8	9	40
14776 - 15200	3	5	7	8	9	9	41
15201 - 15625	3	5	7	8	9	10	42
15626 - 16075	3	5	8	8	9	10	43
16076 - 16525	3	5	8	8	10	10	44
16526 - 16975	4	5	8	8	10	10	45
16976 - 17425	4	5	8	9	10	10	46
17426 - 17875	4	5	8	9	10	11	47
17876 - 18325	4	5	8	9	11	11	48
18326 - 18775	4	5	8	10	11	11	49
18776 - 19225	4	6	8	10	11	11	50
19226 - 19675	4	6	8	10	11	12	51
19676 - 20125	4	6	9	10	11	12	52
20126 - 20575	4	6	9	11	11	12	53
20576 - 21025	4	6	10	11	11	12	54
21026 - 21500	4	6	10	11	12	12	55
21501 - 21975	4	7	10	11	12	12	56
21976 - 22450	4	7	10	11	12	13	57
22451 - 22925	4	7	10	11	13	13	58
22926 - 23400	4	7	10	11	13	14	59
23401 - 23875	4	7	10	12	13	14	60
23876 - 24390	4	7	10	12	14	14	61
24391 - 24825	4	7	10	12	14	15	62
24826 - 25325	5	7	10	12	14	15	63
25326 - 25825	5	8	10	12	14	15	64
25826 - 26325	5	8	10	12	14	16	65
26326 - 26825	5	8	10	13	14	16	66

Table 12-1 (cont'd)

Monthly Average		MOS 3421					
No. of active duty							
<u>Pay accounts</u>	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>TOTAL</u>
26826 - 27325	5	8	10	13	15	16	67
27326 - 27825	5	8	11	13	15	16	68
27826 - 28325	5	8	11	13	15	17	69
28326 - 28825	5	8	11	14	15	17	70
28826 - 29325	5	8	11	14	16	17	71
29326 - 29825	5	8	11	14	17	17	72
29826 - 30325	5	8	11	14	17	18	73
30326 - 30825	5	8	11	14	17	19	74
30826 - 31325	5	8	12	14	17	19	75
31326 - 31825	5	8	12	14	18	19	76

NOTE: The Monthly average number of pay accounts will be increased by 10% for offices handling primarily aviation accounts and for those offices attached to FMF units located in the continental U.S., prior to application of personnel criterion.

For summer training of reserve personnel there will be a temporary increase of one enlisted pay clerk, MOS 3411, for each 250 reserves ordered to training duty. This allowance will be authorized for each applicable augmentation program.

Table 12-2

Pay Records Clerks

Monthly Average		MOS 3411						
Pay accounts for								
Organized Reservists								
In a Drill Status		GSGT	SSGT	SGT	CPL	LCPL	PVT	TOTAL
400 - 525						1		1
526 - 1050					1	1		2
1051 - 1600				1	1	1		3
1601 - 2150				1	1	1	1	4
2151 - 2700			1	1	1	1	1	5
2701 - 3500			1	1	1	1	2	6
3501 - 4300			1	1	1	2	2	7
4301 - 5200			1	1	2	2	2	8
5201 - 6200			1	1	2	2	3	9
6201 - 7100	1	1	1	1	2	2	3	10
7101 - 8000	1	1	1	1	2	3	3	11
8001 - 8900	1	1	2	2	3	3		12
8901 - 9800	1	1	2	2	3	4		13
9801 - 10700	1	1	2	2	4	4		14
10701 - 11600	1	2	2	2	4	4		15
11601 - 12500	1	2	2	3	4	4		16

Table 12-3

Pay Records Clerks

Monthly Average Recruit Accounts	MOS 3421						TOTAL
	GSGT	SSGT	SGT	CPL	LCPL	PVT	
300 - 625					1		1
626 - 1250				1	1		2
1251 - 1875			1	1	1		3
1876 - 2500			1	1	1	1	4
2501 - 3200		1	1	1	1	1	5
3201 - 3900		1	1	1	1	2	6
3901 - 4600		1	1	1	2	2	7
4601 - 5400		1	1	2	2	2	8
5301 - 6000		1	1	2	2	3	9
6001 - 6700	1	1	1	2	2	3	10
6701 - 7400	1	1	1	2	3	3	11
7401 - 8100	1	1	2	2	3	3	12
8101 - 8800	1	1	2	2	3	4	13
8801 - 9500	1	1	2	2	4	4	14
9501 -10200	1	2	2	2	4	4	15
10201 - 10900	1	2	2	3	4	4	16
10901 - 11600	1	2	3	3	4	4	17
11601 - 12300	1	2	3	3	4	5	18
12301 - 13000	1	2	3	4	4	5	19
13001 - 13700	1	3	3	4	4	5	20
13701 - 14400	1	3	3	4	5	5	21
14401 - 15200	1	3	4	4	5	5	22
15201 - 16000	1	3	4	4	5	6	23
16001 - 16800	1	3	4	5	5	6	24
16801 - 17600	2	3	4	5	5	6	25
17601 - 18400	2	3	4	5	6	6	26
18401 - 19200	2	3	5	5	6	6	27
19201 - 20000	2	3	5	6	6	6	28
20001 - 20800	2	3	5	6	6	7	29
20801 - 21600	2	3	5	6	7	7	30
21601 - 22400	2	4	5	6	7	7	31
22401 - 23200	2	4	6	6	7	7	32
23201 - 24000	2	4	6	6	7	8	33
24001 - 24800	2	4	6	7	7	8	34
24801 - 25600	3	4	6	7	7	8	35
25601 - 26400	3	4	6	7	8	8	36

Table 12-4

Travel Expense Clerks

Monthly Average Travel Documents	MOS 3421						TOTAL
	GSGT	SSGT	SGT	CPL	LCPL	PVT	
150 - 450					1		1
451 - 875				1	1		2
876 - 1375			1	1	1		3
1376 - 1900			1	1	1	1	4
1901 - 2450		1	1	1	1	1	5
2451 - 3000		1	1	1	1	2	6
3001 - 3550		1	1	1	2	2	7
3551 - 4100		1	1	2	2	2	8
4101 - 4650		1	1	2	2	3	9
4651 - 5200	1	1	1	2	2	3	10
5201 - 5750	1	1	1	1	2	3	11
5751 - 6300	1	1	2	2	3	3	12
6301 - 6850	1	1	2	2	3	4	13
6851 - 7425	1	1	2	2	4	4	14
7426 - 8000	1	2	2	2	4	4	15
8001 - 8575	1	2	2	3	4	4	16

Table 12-5

Disbursing Clerks

Monthly Average Civilians Paid	MOS 3421						TOTAL
	SSGT	SGT	CPL	LCPL	PVT		
100 - 550				1			1
551 - 1300			1	1			2
1301 - 2300		1	1	1			3
2301 - 3550		1	1	1	1		4
3551 - 5000	1	1	1	1	1		5
5001 - 6700	1	1	1	1	2		6

Table 12-6

Disbursing Clerks

Monthly Average Public Vouchers Paid	MOS 3421						TOTAL
	GSGT	SSGT	SGT	CPL	LCPL	PVT	
100 - 400					1		1
401 - 850				1	1		2
851 - 1350			1	1	1		3
1351 - 1875			1	1	1	1	4
1876 - 2425		1	1	1	1	1	5

Table 12-6 (cont'd)

Monthly Average Public Vouchers Paid	MOS 3421						TOTAL
	GSGT	SSGT	SGT	CPL	LCPL	PVT	
2426 - 3000		1	1	1	1	2	6
3001 - 3600		1	1	1	2	2	7
3601 - 4225		1	1	2	2	2	8
4226 - 4875		1	1	2	2	3	9
4876 - 5550	1	1	1	2	2	3	10
5551 - 6250	1	1	1	2	3	3	11
6251 - 6950	1	1	2	2	3	3	12
6951 - 7700	1	1	2	2	3	4	13
7701 - 8450	1	1	2	2	4	4	14
8451 - 9225	1	2	2	2	4	4	15
9226 - 10000	1	2	2	3	4	4	16

NOTE: For disbursing officers which must regularly prepare public vouchers for supplies and services, the above monthly average will be increased by the average number of vouchers prepared.

Table 12-7

Disbursing Officers

Total Disburs- ing Personnel	MOS 3402			TOTAL
	Maj	Capt	Lt/WO	
1 - 4			1*	1
5 - 18		1	1	2
19 - 26		1	2	3
27 - 35		1	3	4
36 - 50	1	1	3	5
51 - 70	1	1	4	6
71 - 95	1	2	4	7
96 - 120	1	2	5	8

\* At a command of this size the supply officer may be used as a deputy during periods of leave sickness and emergency.





## CHAPTER 13

### LEGAL CRITERION

13000	INTRODUCTION
13001	DEFINITIONS
13002	GENERAL COURTS-MARTIAL
13003	SPECIAL COURTS-MARTIAL



## CHAPTER 13

### LEGAL CRITERION

FUNCTION - Legal Services

TYPE UNIT - All activities exercising General Court-Martial and/or Special Court-Martial Jurisdiction except Security Forces

#### 13000 INTRODUCTION

1. The following criterion provides personnel for a legal office based on the average number of general and special courts-martial convened per month. The personnel provided in the tables following are sufficient to handle the entire normal work load of a legal office, such as investigations, legal assistance, Article 15 punishments and correspondence in addition to courts-martial. This criterion will be applied at the Division-Wing level for Marine Division and Marine Air Wings. Pooling of personnel at contiguous major commands is to be encouraged, and qualified civilians may be substituted for military personnel.

#### 13001 DEFINITIONS

1. The definitions applicable to this criterion are found in the "Manual for Courts-Martial United States 1951". Monthly courts-martial are to be averaged over a six month period.

#### 13002 GENERAL COURTS-MARTIAL

##### 1. Officer Personnel

###### a. Staff Legal Officers and Law Officers

Average General Courts-Martial Convened monthly	Staff Legal Officer			Law Officer
	MOS 9906	MOS 0195		MOS 0195
	<u>COL</u>	<u>LTCOL</u>	<u>MAJ</u>	<u>MAJ</u>
Less than 8			1	1
8 - 12		1	1	1
13 - 18		1	1	2
19 - 25	1	1	1	2
26 - 33*	1	1	2	2

\*For each additional 8 General Courts-Martial processed per month in excess of 33, one Legal Officer MOS 0195, should be added.

b. Trial and Defense Counsel

Average General Courts-Martial Convened monthly	Trial and Defense Counsel	
	MOS 0185	
	<u>MAJ</u>	<u>CAPT/LT</u>
Less than 8		2
8 - 20		4
21 - 33*	2	4

\*For each additional 12 General Courts-Martial processed per month in excess of 33, two counsel, MOS 0185, should be added, rank to be on a Maj/Capt ratio of 1 to 2.

In addition to the above requirements each General Court-Martial command must be assigned one law specialists, designator 1620, Navy, to review non-BCD special courts-martial and summary courts-martial, as required by Article 65c UCMJ.

2. Enlisted Personnel

Average General Courts-Martial Convened monthly	Legal Chief		Legal Clerks			Steno Court Reporter	
	MOS 0121		MOS 0121			MOS 0131	
	<u>SGST</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>CPL</u>	<u>LCPL</u>
Less than 4				1			1
4 - 7			1			1	1
8 - 11		1			1	1	1
12 - 15		1		1		1	2
16 - 19	1		1		1	1	2
20 - 23	1		1		1	2	2
24 - 28	1	1		1		2	3
29 - 33*	1	1	1		1	2	3

\*For each additional 5 General Courts-Martial processed per month in excess of 33, one stenographer court reporter should be added.

NOTE: If transcribing-recording equipment is used, Legal Clerks, MOS 0121, may be substituted for Court Reporters, MOS 0131.

# 13003 SPECIAL COURTS-MARTIAL

## 1. Officer Personnel

### a. Legal Officers

Average Special Courts-Martial <u>Convened Monthly</u>	Legal Officer MOS 9910 <u>MAJ    CAPT    LT</u>
Less than 6	(additional duty)
6 - 12	1
13 - 20	1       1
Over 20	1           1

### b. Counsel

Average Special Courts-Martial <u>Convened Monthly</u>	Counsel MOS 9910 <u>CAPT/LT</u>
Less than 11	(additional duty)
11 - 15	1
16 - 20	2
Over 20*	3

\*If additional counsel are needed to overcome a temporary heavy workload, they should be assigned as additional duty.

### c. Investigator

Average Special Courts-Martial <u>Convened Monthly</u>	Investigator MOS 9910 <u>LT</u>
Less than 23	(additional duty)
23 or more	1

No lawyers, MOS 0185 or 0195, to be assigned to commands exercising only Special Court-Martial jurisdiction.

## 2. Enlisted Personnel

Average Special Courts-Martial Convened Monthly	Legal Chief		Legal Clerk			Steno Court Reporter	
	MOS 0121		MOS 0121			MOS 0131	
	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>CPL</u>	<u>LCPL</u>
Less than 4				1			1
4 - 7			1			1	1
8 - 11		1			1	1	1
12 - 15		1		1		1	2
16 - 20	1		1			1	3

\*One additional court reporter, MOS 0131, required for each additional 5 cases over 20, ranks to be on a Cpl/LCpl ratio of 2 to 3.

NOTE: If transcribing-recording equipment is used, Legal Clerks, MOS 0121, may be substituted for Court Reporters, MOS 0131.

## CHAPTER 14

### MILITARY-CIVILIAN CRITERION

- 14000 INTRODUCTION
- 14001 BASIC CRITERION





## CHAPTER 14

### MILITARY-CIVILIAN CRITERION

FUNCTION - Determination of military/civilian billet status

TYPE UNIT - All support-type activities

#### 14000 INTRODUCTION

1. It is the policy of the Commandant of the Marine Corps to utilize civilian personnel within the Marine Corps to the maximum extent practicable and consistent with the successful accomplishment of the mission of the Marine Corps.

#### 14001 BASIC CRITERION

1. In accordance with the above-stated policy, and in view of the increasing restrictions on the use of military personnel for civilian-type positions, the following criteria will be used for designating positions as military or civilian:

a. Military personnel normally will be assigned to positions when required by law, when the position requires skills and knowledge acquired primarily through military training and experience, and when experience in the position is essential to enable the military personnel to assume responsibilities necessary to maintain combat-related support and proper career development.

b. Civilian personnel normally will be assigned to positions when the specialist skills required are usually found in the civilian economy and continuity of management and experience is essential and can be better provided by civilians. Proper civilian career development will be essential in these determinations.

c. Military and civilian personnel assigned to positions must be qualified by training and experience for such positions and be expected to perform fully the duties of the positions to which assigned.

d. Maximum utilization of personnel will be effected and no more than one person will be assigned to perform duties which can be effectively performed by one individual.

e. The line of authority and supervision in support activities need not necessarily be military. Any level of supervisory authority may be exercised in support activities by either civilian or military personnel. The exercise of supervisory authority by civilian personnel over military personnel does not preclude superior officers of such military personnel from exercising military discipline or other military-type obligations pertaining to uniformed personnel.

2. In the determination of billets as shown above, it will also be necessary to take into account the circumstances applicable to a particular activity, its role in the Marine Corps, and the provisions of current Department of Defense, Navy Department, and Marine Corps directives and instructions for manpower utilization and personnel administration.



CHAPTER 15

LAUNDRY CRITERION

15000	INTRODUCTION
15001	BASIC MISSION
15002	BASIC ORGANIZATION
15003	DEFINITION
15004	ADDITIONAL LAUNDRY DATA
15005	MILITARY PERSONNEL
15006	CIVILIAN PERSONNEL



## CHAPTER 15

### LAUNDRY CRITERION

FUNCTION - Laundry and/or Dry Cleaning Services

TYPE UNIT - All Non-FMF activities having a Marine Corps Laundry and/or Dry Cleaning Plant

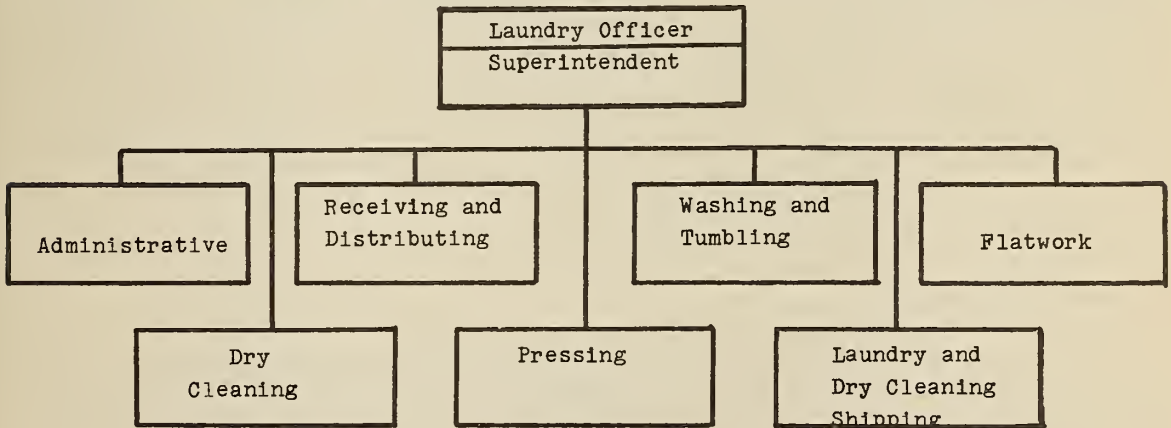
#### 15000 INTRODUCTION

1. This criterion provides the basis for determining personnel requirements for the operation of a Laundry and/or Dry Cleaning Plant at any non-FMF activity.

#### 15001 BASIC MISSION

1. Marine Corps laundries and dry cleaning plants are maintained and operated exclusively for the laundering and dry cleaning of Government articles, articles for enlisted personnel, officers, and their immediate families, and quasi-Government activities such as Marine Corps exchanges, officers' messes (open and closed), enlisted men's clubs, hostess houses, etc.

#### 15002 BASIC ORGANIZATION



#### 15003 DEFINITION

1. Monthly average of total poundage processed - This monthly average is computed on the preceding eight month period of September through April.\* Total poundage processed is the total of all laundry and/or dry cleaning processed during the month.

\* Marine Barracks, Pearl Harbor will apply this criterion to the monthly average of total poundage processed for an entire year.

15004 ADDITIONAL LAUNDRY DATA

1. Additional detail regarding mission, operating instructions, and definitions is contained in the U.S. Marine Corps Laundry Manual, 1952, NAVMC 1071-SD.

15005 MILITARY PERSONNEL

1. Military personnel will not exceed the following except for "on-the-job" training authorized by the Commandant of the Marine Corps.

<u>Monthly Average of Total Poundage Processed</u>	Laundry Officer	Laundry Chief	
	MOS 3202	MOS 3261	
	<u>WO</u>	<u>GSGT</u>	<u>SSGT</u>
Less than 300,000	1		1
300,000 or more	1	1	

15006 CIVILIAN PERSONNEL

1. Graded Personnel

<u>Monthly Average of Total Poundage Processed</u>	Clerk-Typists and Fiscal Account- <u>ing Clerks</u>	Cash <u>Clerks</u>	Supply <u>Clerks</u>
Less than 200,000	1	*	1
200,000 - 300,000	2	*	1
300,001 - 450,000	3	*	1
Over 450,000	4	*	1

\* One clerk for each Call Office operated.

2. Ungraded Personnel

a. One ungraded employee for each 5,250 pounds of the monthly average of total poundage processed. When necessary, temporary augmentations will be made for workload increases during the months of May through August providing such augmentations are requested and justified in accordance with this criterion as applied to the anticipated monthly average of total poundage.

b. Truck Drivers

<u>Monthly Average of Total Poundage Processed</u>	<u>Truck Drivers</u>
Less than 450,000	1
450,000 or more	3



c. Maintenance Personnel

Maintenance personnel are to be provided from the number of personnel computed in sub-paragraph a. above.



CHAPTER 16

MARINE CORPS EXCHANGE CRITERION

16000	INTRODUCTION
16001	BASIC MISSION
16002	BASIC ORGANIZATION
16003	DEFINITION
16004	ADDITIONAL EXCHANGE DATA
16005	EXCHANGE OFFICERS
16006	ADMINISTRATIVE AND ACCOUNTING
16007	RECEIVING AND WAREHOUSING
16008	MERCHANDISE STORES
16009	SERVICE STATIONS
16010	RESTAURANTS, COFFEE SHOPS, BEER GARDENS, SODA FOUNTAINS, SNACK BARS, SERVICE CLUBS AND MISCELLANEOUS ACTIVITIES



## CHAPTER 16

### MARINE CORPS EXCHANGE CRITERION

FUNCTION - Marine Corps Exchange Operations  
TYPE UNIT - All Non-FMF activities operating Marine Corps Exchanges except Security Forces

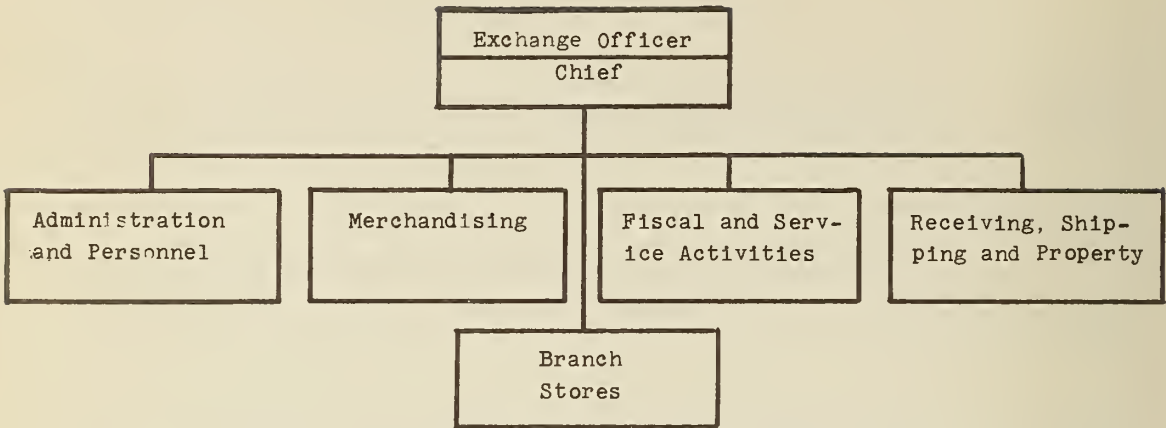
#### 16000 INTRODUCTION

1. The following criterion for personnel employed in Marine Corps Exchanges is predicated on the principle of management by Marine personnel and operation by civilian personnel.
2. Activities which are provided solely on a civilian contractual basis by most exchanges in the Marine Corps, such as florist shops, radio, TV and electrical repair shops, rubber stamp shops, etc. are not included in this criterion. Table of Organization billets in any of these areas will only be established under exceptional circumstances and when fully justified to the Commandant of the Marine Corps.
3. Military personnel provided by this criterion have been severely restricted as against previous staffing practices. However, Commanding Officers should make every effort to further replace military personnel provided by the criterion with civilians when such replacement can be effected without impairing the services rendered to the Marine clientele or the financial position of the exchange.
4. The use of Marines and civilians as paid part-time employees in lieu of full-time employees is encouraged, providing that the hours of operation and/or volume of sales permit.
5. Civilian personnel paid from appropriated funds will not be authorized to exchange sections. Civilian personnel paid from non-appropriated funds in exchange sections will not be shown in Tables of Organization or subject to civilian personnel ceilings.

#### 16001 BASIC MISSION

1. The basic mission of Marine Corps exchanges is to supply service personnel and their dependents, at reasonable prices, with articles and services necessary for their health, comfort and convenience. Secondarily Marine Corps exchanges will, through reasonable profits, afford personnel means for an organizational recreation program.

16002 BASIC ORGANIZATION



16003 DEFINITION

1. Average Monthly Sales. Average monthly sales will be based on the most recent completed Exchange fiscal year. Where two or more activities are operated as a combined activity (i.e., a snack bar in a merchandise store) the staffing requirement will be computed by applying the average monthly sales of each separate activity to the appropriate table in the criterion and then totaling the personnel warranted by the various components.

16004 ADDITIONAL EXCHANGE DATA

1. Additional detail regarding mission, operating instructions and definitions is contained in the U.S. Marine Corps Exchange Manual.

16005 EXCHANGE OFFICERS

Average Monthly sales (Total Exchange Operation)	MOS 9910			
	LTCOL	MAJ	CAPT	LT/WO
Less than \$30,000		NONE		
\$ 30,000 - \$100,000				1
\$100,001 - \$300,000			1	1
\$300,001 - \$500,000		1	1	1
Over \$500,000	1	1	1	1

16006 ADMINISTRATIVE AND ACCOUNTING

1. Exchange Chief

Average Monthly Sales (Total Exchange Operation)	Exchange Chief MOS 4131		Asst Exchange Chief (Opns) MOS 4131		Asst Exchange Chief (Pers) MOS 4131
	GSGT	SSGT	SSGT	SGT	SSGT
Less than \$30,000		1			
\$ 30,000 - \$100,000	1				
\$100,001 - \$300,000	1			1	
\$300,001 - \$500,000	1		1		
Over \$500,000	1		1		1

2. Bookkeeper

Average Monthly Sales (Total Exchange Operation)	MOS 4111			
	GSGT	SSGT	SGT	CPL
Less than \$30,000			NONE	
\$ 30,000 - \$100,000			1	
\$100,001 - \$300,000			1	1
\$300,001 - \$500,000		1		2
Over \$500,000	1		1	2

3. Cash Collector

Average Monthly Sales (Total Exchange Operation)	MOS 4131		
	SSGT	SGT	CPL
Less than \$50,000			1*
\$ 50,000 - \$200,000		1	
\$200,001 - \$500,000	1	1	
Over \$500,000	1	2	

\*Authorized only for those exchanges which operate one or more branch stores on a full-time basis.



# 16007 RECEIVING AND WAREHOUSING

Average Monthly Sales (Total Exchange Operation)	MOS 4131					
	GSGT	SSGT	SGT	CPL	LCPL	PVT
Less than \$5,000			NONE			
\$ 5,000 - \$ 12,000				1		
\$ 12,001 - \$ 25,000				1	1	
\$ 25,001 - \$ 50,000			1		1	1
\$ 50,001 - \$100,000		1		1	1	1
\$100,001 - \$200,000	1		1	1	1	1
Over \$200,000*						

\* One additional Private for each additional \$50,000 total monthly sales up to \$350,000. Over \$350,000 one additional Private for each additional \$75,000.

# 16008 MERCHANDISE STORES

1. Military personnel will be authorized on the following basis when requested by Commanding Officers. Additional military personnel will be authorized only for exceptional circumstances and when justified fully to the Commandant of the Marine Corps.

## a. General Merchandise Stores

(1) Each central merchandise store and branch store will be authorized military personnel as follows:

Average Monthly Sales	Store Manager MOS 4131			Asst Store Manager MOS 4131	
	GSGT	SSGT	SGT	SGT	
Less than \$20,000			1		
\$20,000 - \$40,000		1			
Over \$40,000	1			1	

## b. Recruit Issue or Sales

(1) Military Personnel.

(a) One Staff Sergeant, MOS 4131, is authorized for each Recruit Issue or Sales activity.

16009 SERVICE STATIONS

1. Military Personnel

a. One Corporal, MOS 4131, will be authorized as station manager for each separate station when requested by Commanding Officers.

16010 RESTAURANTS, COFFEE SHOPS, BEER GARDENS, SODA FOUNTAINS, SNACK BARS, SERVICE CLUBS AND MISCELLANEOUS ACTIVITIES

1. Military personnel will not be authorized for these activities except under exceptional circumstances and when separately justified to the Commandant of the Marine Corps.



CHAPTER 17

COMMISSARY STORE CRITERION

17000	INTRODUCTION
17001	BASIC MISSION
17002	BASIC ORGANIZATION
17003	DEFINITION
17004	ADDITIONAL COMMISSARY STORE DATA
17005	OFFICER PERSONNEL
17006	ENLISTED AND CIVILIAN PERSONNEL



## CHAPTER 17

### COMMISSARY STORE CRITERION

FUNCTION - Commissary Store Operation

TYPE UNIT - All activities operating a Commissary Store

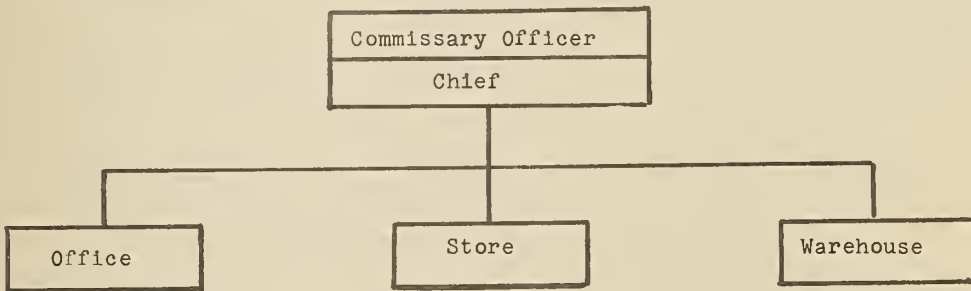
#### 17000 INTRODUCTION

1. This criterion provides the basis for determining personnel requirements for the operation of a Commissary Store at any Marine Corps activity.

#### 17001 BASIC MISSION

1. The basic mission of the Commissary Store is to provide subsistence and household supplies for sale to authorized patrons at stations where adequate civilian facilities are not conveniently available, or do not sell such supplies at reasonable prices.

#### 17002 BASIC ORGANIZATION



#### 17003 DEFINITION

1. Average Quarterly Sales. Average quarterly sales is the average of the dollar volume of sales made by all departments of a Commissary Store. This average is computed on the most recently completed four quarters of operation.

#### 17004 ADDITIONAL COMMISSARY STORE DATA

1. Additional detail regarding mission, operating instructions, and definitions is contained in Volume V, Marine Corps Supply Manual.

# 17005 OFFICER PERSONNEL

Average Quarterly Sales	Commissary Officer MOS 3010		Assistant Commissary Officer MOS 3010
	Capt	WO	WO
Less than \$275,000		1	
\$275,000 - \$550,000	1		
Over \$550,000	1		1

# 17006 ENLISTED AND CIVILIAN PERSONNEL

1. Civilian personnel should be employed whenever possible. Military personnel may be used to fill the following billets: Unit Stockman, MOS 3011; Commissary Supply Clerk, MOS 3061; and Meat Cutter, MOS 3361.

2. The total number of enlisted and civilian personnel will be authorized as follows with designation of specific billets left to the discretion of the Commissary Officer:

Average Quarterly Sales	Number Personnel
Less than \$200,000	1 person for each \$6,000 or major portion thereof.
\$200,000 - \$500,000	33 persons plus 1 additional person for each \$15,000 or major portion thereof over \$200,000.
\$500,001 - \$900,000	53 persons plus 1 additional person for each \$37,500 or major portion thereof over \$500,000
Over \$900,000	64 persons plus 1 additional person for each \$45,000 or major portion thereof over \$900,000.



CHAPTER 18

INDUSTRIAL RELATIONS CRITERION

18000	INTRODUCTION
18001	BASIC MISSION
18002	BASIC ORGANIZATION
18003	DEFINITION
18004	ADDITIONAL INDUSTRIAL RELATIONS DATA
18005	CIVILIAN PERSONNEL



## CHAPTER 18

### INDUSTRIAL RELATIONS CRITERION

FUNCTION - Industrial Relations (Civilian Personnel Office)

TYPE UNIT - All activities having an Industrial Relations Office except Marine Corps Air Activities

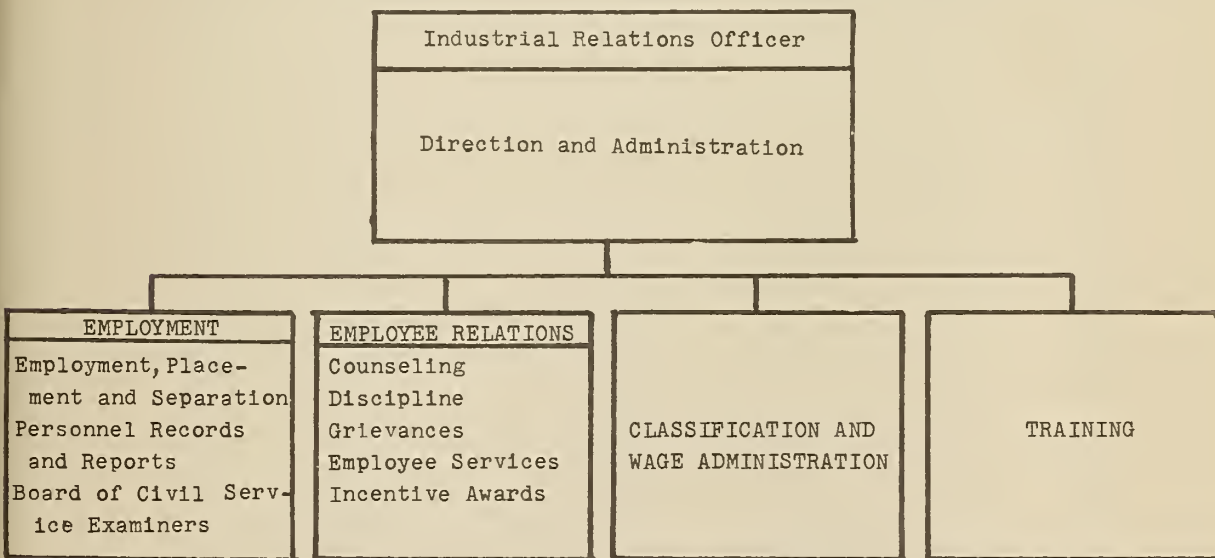
#### 18000 INTRODUCTION

1. This criterion provides the basis for determining personnel staffing requirements for the Industrial Relations Function at a Marine Corps field activity.
2. Military personnel will not be authorized for assignment to the Industrial Relations staff except under exceptional circumstances and when separately justified to the Commandant of the Marine Corps.

#### 18001 BASIC MISSION

1. The basic mission of the Industrial Relations Office is the administration of the Employment, Classification, Wage Administration, Employee Relations, Employee Services, Training and Career Development function of the activity.

#### 18002 BASIC ORGANIZATION



## 18003 DEFINITION

1. Station Civilian Load - Station civilian load is the total number of civilian billets currently authorized for the activity by the Commandant of the Marine Corps.

## 18004 ADDITIONAL INDUSTRIAL RELATIONS DATA

1. Additional detail regarding mission, operating instructions, and definitions is contained in Navy Civilian Personnel Instruction 125.5.

## 18005 CIVILIAN PERSONNEL

1. The following tables show the number of IRO billets which will normally be authorized, based on the authorized station civilian load. The functional arrangement of billets within the Industrial Relations Office which is shown in the table below represents past Marine Corps-wide experience; however, the Commandant of the Marine Corps is primarily concerned with the total number of IRO billets authorized, and the functional arrangement of these billets within the IRO will generally follow local recommendations.

### 2. Basic Staffing Requirement

#### Number of Personnel

<u>Station Civilian Load</u>	<u>Admini- stration</u>	<u>Employ- ment</u>	<u>Employee Rela- tions &amp; Services</u>	<u>Class. &amp; Wage Admin.</u>	<u>Training</u>	<u>Total</u>
Less than 211						*
211 - 290						**4
291 - 380						**5
381 - 470						**6
471 - 560	2	2	1	1	1	7
561 - 650	2	3	1	1	1	8
651 - 740	2	3	2	1	1	9
741 - 830	2	4	2	1	1	10
831 - 920	2	5	2	1	1	11
921 - 1010	2	5	2	1	2	12
1011 - 1185	2	6	2	1	2	13
1186 - 1360	2	7	2	1	2	14
1361 - 1535	2	7	3	1	2	15
1536 - 1710	2	7	3	2	2	16
1711 - 1885	2	7	3	2	3	17
1886 - 2060	2	8	3	2	3	18
2061 - 2235	2	8	4	2	3	19
2236 - 2510	2	8	4	3	3	20
2511 - 2785	2	9	4	3	3	21
2786 - 3060	2	9	4	4	3	22

\* For activities with less than 211 civilian personnel IRO billets, if authorized, will be determined on an individual activity basis.

\*\* The small IRO staff authorized at this level does not permit a high degree of specialization, therefore a functional structure is not shown for offices of this size.

3 Supplemental Staffing for Board of Civil Service Examiners. For activities which have a Board of Civil Service Examiners, an additional allowance is authorized as follows:

<u>Station Civilian</u> <u>Load</u>	<u>Employment</u>	<u>Total</u>
471 - 1360	1	1
1361 - 3060	2	2

4. Supplemental Staffing for Position Classification. For activities which exercise authority to classify graded positions (Group IVb), an additional allowance is authorized as follows:

<u>Station Civilian</u> <u>Load</u>	<u>Class &amp; Wage</u> <u>Administration</u>	<u>Total</u>
741 - 3060	1	1



## CHAPTER 19

### SPECIAL SERVICES CRITERION

- 19000 INTRODUCTION
- 19001 BASIC MISSION
- 19002 BASIC ORGANIZATION
- 19003 DEFINITION
- 19004 ADDITIONAL SPECIAL SERVICES DATA
- 19005 SPECIAL SERVICES OFFICER
- 19006 ADMINISTRATIVE UNIT
- 19007 SUPPLY UNIT
- 19008 EDUCATION UNIT
- 19009 ATHLETIC UNIT
- 19010 RECREATION UNIT





## CHAPTER 19

### SPECIAL SERVICES CRITERION

FUNCTION - Special Services

TYPE UNIT - All Non-FMF activities except Security Forces, MAD's, and MARTCOM

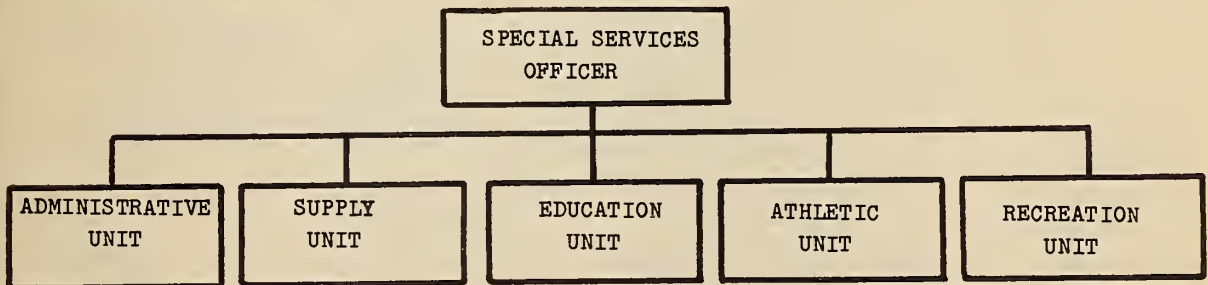
#### 19000 INTRODUCTION

1. This criterion provides the basis for determining personnel staffing requirements for the Special Services function at certain Marine Corps activities. This criterion is applicable only when Special Services has cognizance and responsibility for facilities and services furnished (e.g. not for an activity controlled by an area commander or a swimming pool used exclusively for training).
2. Substitution of civilians, paid from appropriated funds, for certain military personnel is authorized when funds and ceiling are available. Billets not authorized by this criterion will normally be filled by civilians, or off duty military personnel, paid from nonappropriated funds.

#### 19001 BASIC MISSION

1. The basic mission of Special Services is to assist commanding officers in maintaining the high morale of the individual Marine and his dependents through provision of athletic, recreation and educational activities for their welfare.

#### 19002 BASIC ORGANIZATION



#### 19003 DEFINITION

1. Strength Serviced - Strength serviced is the total number of FMF and Non-FMF personnel on-board at a Marine Corps activity for whom Special Services is providing facilities and performing services. Students may be included at the average monthly number, computed from attendance of students in the preceding year. Recruits at the Recruit Depots will not be considered in the total number of personnel on-board.

#### 19004 ADDITIONAL SPECIAL SERVICES DATA

1. Additional detail regarding mission, operating instructions and definitions is contained in Chapter 17, Volume II, Marine Corps Manual.

# 19005 SPECIAL SERVICES OFFICER

Strength Serviced	MOS 9910				
	COL	LTCOL	MAJ	CAPT	WO
Less than 1000			NONE		
1001 - 2000					1
2001 - 4000				1	
4001 - 8000			1		1
8001 - 16000		1			1
Over 16000	1	1			1

# 19006 ADMINISTRATIVE UNIT

Strength Serviced	Special Services Chief MOS 8921			Administrative Man MOS 0141			Bookkeeper MOS 4111	
	GSGT	SSGT	SGT	CPL	LCPL	PVT	SGT	CPL
Less than 1000		1						
1001 - 2000		1			1			
2001 - 4000	1				1			1
4001 - 8000	1				1	1		1
8001 - 16000	1		1		1	1	1	
Over 16000	1	1		1	1	1	1	

# 19007 SUPPLY UNIT

Strength Serviced	Supply Administrative Clerk MOS 3041			Unit Stockman MOS 3011		General Warehouseman MOS 3051	
	SSGT	CPL	LCPL	CPL	LCPL	LCPL	PVT
Less than 1000				1			
1001 - 2000		1					
2001 - 4000		1			1		
4001 - 8000		1			1		1
8001 - 16000	1			1	1		1
Over 16000	1			1	1	1	1

# 19008 EDUCATION UNIT

## 1. Education

Strength Serviced	Education Officer		Education Assistant					
	MOS 9910		MOS 8231					
	<u>CAPT</u>	<u>LT</u>	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 2000					1			
2001 - 6000		1			1		1	
6001 - 14000		1		1	1	1		
Over 14000	1		1	1	1	1		

## 2. Libraries

Strength Serviced	Professional Librarian		Library Assistant		
	Civilian		MOS 8231		
			<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 1000		NONE			
1001 - 4000			1		
4001 - 7000			1	1	
7001 - 12000	1				1
12001 - 17000	1			1	1
17001 - 22000	1		1	1	1
Over 22000	2		1	1	2

# 19009 ATHLETIC UNIT

1. The following personnel are authorized for the over-all administration and operation of the athletic program of the activity.

Strength Serviced	Athletic Officer		Athletic Assistants					Administrative Man	
	MOS 9910		MOS 8921					MOS 0141	
	<u>CAPT</u>	<u>LT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>	<u>LCPL</u>	<u>PVT</u>
Less than 500					1				
500 - 1000				1					
1001 - 2000				1	1				
2001 - 4000			1		1				
4001 - 7000		1	1		1	1		1	
7001 - 11000		1	1	1	1			1	
11001 - 16000	1		1		1	1	1	1	1
16001 - 22000	1		1	1	1	1		1	1
Over 22000	1		1	1	1	1	1	1	1

## 2. Gymnasiums

a. Each Athletic Unit will be authorized one Lance Corporal and one Private, MOS 8921, for custody and supervision of each gymnasium. A gymnasium is a structure used for indoor athletic activity, containing sufficient open floor area for at least one basketball court of minimum dimensions. It may contain a stage, shower and locker facilities, and space and equipment for boxing, handball, and general exercise.

## 3. Field Houses

a. Each Athletic Unit will be authorized one Corporal and one Private, MOS 8921, for custody and supervision of each field house. A field house is defined for this purpose as a structure used for indoor athletic activity containing sufficient open floor area for at least two basketball courts of minimum dimensions. It may contain a stage, shower and locker facilities, and space for boxing, handball, wrestling, gymnastics, and general exercise.

### 19010 RECREATION UNIT

1. The following personnel are authorized for the administration and operation of the over-all recreation program of the activity.

Strength <u>Serviced</u>	Recreation Officer		Recreation Assistants				Administrative Man	
	MOS 9910		MOS 8921				MOS 0141	
	<u>CAPT</u>	<u>LT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 500					NONE			
500 - 1000				1				
1001 - 2000				1				
2001 - 4000			1					
4001 - 7000			1		1			
7001 - 11000		1	1		1		1	
11001 - 16000		1	1		1	1	1	
16001 - 22000	1		1	1		1	1	
Over 22000	1		1	1	1	1	1	1

## 2. Theaters

<u>Total Number of Theaters</u>	NCOIC	Projectionist
	MOS 8311	MOS 8311
	Per Theater	Per Total Number of Theaters
	<u>CPL</u>	<u>LCPL</u>
1 - 3	1	1
4 - 6	1	2
7 - 9	1	3
10 - 12*	1	4
13 - 15*	1	5
16 - 18*	1	6

\* One additional Sergeant, MOS 8311, authorized as NCOIC of theaters.

One projector repairman, MOS 4621, authorized for every ten theaters or major fraction thereof with rank equally distributed between Corporals and Lance Corporals.

## 3. Swimming Pools

<u>Total Square Feet of Pool Area</u>	NCOIC	Lifeguard	
	MOS 8921	MOS 8921	
	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 5500	1	1	
5501 - 10000	1	1	1
Over 10000	1	1	2

Above personnel are sufficient to operate a swimming pool of the size indicated, including lifeguard, safety, administrative and custodial services. Additional personnel for purpose of instruction will be assigned by units, which have a training mission.

## 4. Beaches

a. One Corporal, NCOIC, one Lance Corporal and three Privates, all MOS 8921, as lifeguards and custodial personnel for each beach.



## 5. Hobby Shops

a. Personnel will be authorized those activities operating hobby shops on the basis of one NCOIC for hobby shops and one assistant per each separate hobby, within the limits of the table below. In application of the below table to base T/O's, personnel of FMF units will not be counted as part of the strength serviced when hobby shops are operated by the FMF unit.

Strength Serviced	NCOIC MOS 8921*			Assistant MOS 8921	
	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>CPL</u>	<u>LCPL</u>
Less than 500			1		
501 - 1000			1		1
1001 - 2000			1		2
2001 - 4000		1		1	2
4001 - 7000		1		1	3
7001 - 11000		1		1	4
11001 - 16000		1		2	4
16001 - 22000	1			2	5
22001 - 29000	1			3	5
Over 29000	1			4	5

\* Substitution for this MOS may include Photographer, MOS 4631, Carpenter, MOS 1371, Metal Worker, MOS 1316, and others depending on local needs and interests.

## 6. Boating

Strength Serviced	<u>GSGT</u>	<u>SSGT</u>	<u>SGT</u>	<u>CPL</u>	<u>LCPL</u>	<u>PVT</u>
Less than 1000			NONE			
1001 - 2000				1		
2001 - 3000				1	1	
3001 - 4000				1	1	1
4001 - 6000			1	1	1	1
6001 - 8000			1	1	1	2
8001 - 12000		1		1	2	2
12001 - 18000	1		1		2	3
Over 18000	1	1		1	2	3

Appropriate MOS's for billets established in specific tables of organization may include athletic and recreation assistant, MOS 8921, boat crewman, MOS 8971, Engineer equipment mechanic, MOS 1341, or others depending on the nature of the boating facility.



7. Golf Courses

a. One GSGT, one Lance Corporal, and one Private, MOS 8921, for each golf course to issue and repair clubs, issue golf permits, and provide custody and police of the clubhouse area.

8. Bowling Alleys

a. One Corporal, MOS 8921, for each bowling alley of 10 lanes or more.

9. Stables

a. One corporal, MOS 8921, as NCOIC of each main stable. One Lance Corporal, MOS 8921, for assistant and one Lance Corporal for each branch stable. Stableman attendant billets, Private, MOS 8961, will be authorized for groom and instructing duties on the basis of one for every ten horses, or major fraction thereof.

10. Staff NCO Clubs, Enlisted Clubs and Hostess Houses

a. See Messes, Clubs, and Steward criterion.





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